

4-5 EDWARD VII.

SESSIONAL PAPER No. 31

A. 1905

## REPORT

OF THE

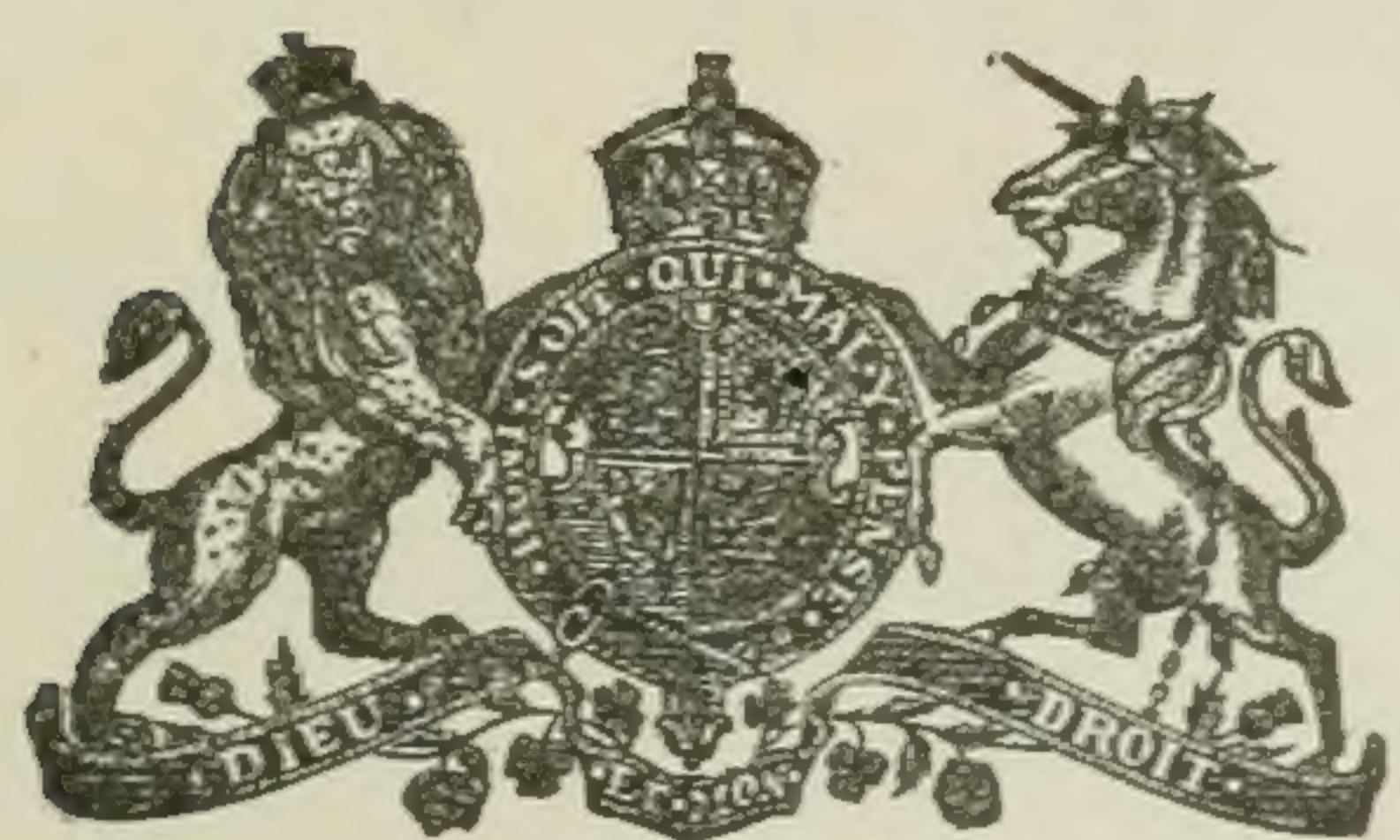
# BOARD OF CIVIL SERVICE EXAMINERS

FOR THE

YEAR ENDED DECEMBER 31

1904

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


OTTAWA

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EXCELLENT MAJESTY

1905

[No. 31—1905]



## REPORT

OF THE

## BOARD OF CIVIL SERVICE EXAMINERS

FOR THE

YEAR ENDED DECEMBER 31, 1904.

The undersigned, constituting the Board of Civil Service Examiners of the Dominion of Canada, have the honour in conformity with the requirements of the Civil Service Act to submit their report for the year ended December 31, 1904.

Appended to this report will be found the following appendices, viz.:—

1. Regulations governing the Board.
2. Statements giving particulars of attendance at promotion and entrance examinations.
3. Copy of papers set at the promotion examination.
4. Copy of papers set at the preliminary entrance examination.
5. Copy of papers set at the qualifying or higher grade examination.
6. Copy of papers set for optional subjects.
7. Copy of the papers set at the preliminary and qualifying examinations held at Saint John, N.B.
8. List of candidates who were successful in passing the preliminary or lower grade examination.
9. List of candidates who were successful in passing the qualifying or higher grade examination.
10. List of candidates who succeeded in options, specifying the subject or subjects in which they passed.
11. List of graduates of Canadian universities who have exhibited their diplomas to the Board, and who in consequence are qualified for employment in the public service without examination.

## GENERAL PROMOTION EXAMINATION.

The general promotion examination for the employees of the Civil Service, the Excise Branch of the Department of Inland Revenue excepted for the reasons herein-after set forth was this year held on Tuesday, May 10, and following day, at Charlottetown, Saint John and Ottawa. Candidates presented themselves from the following

departments, viz.:—Customs, Trade and Commerce, Inland Revenue (Inside Service), Justice, Railways and Canals, Interior, Militia and Defence, Agriculture, Public Printing and Stationery, Auditor General, and Post Office.

The attendance at this examination was this year larger than usual, as will be seen by a reference to the tables in later pages. This is explained by the fact that all temporary employees who became third class clerks under the amendment to the Civil Service Act adopted by Parliament in the year 1903 are now required to pass a promotion examination in order to qualify for advancement to the higher rank of a junior second class clerk. As the number of employees to whom this provision of the Act applies is considerable it follows that the attendance at the general promotion examination must necessarily be much larger for the next few years than it has been in recent years. In addition to the regular May promotion examination three special examinations were held, under authority of Orders in Council passed in pursuance of the provisions of section 22 of chapter 9, 3 Edward VII. In two of the cases the examination was confined to the subject of 'Duties of Office' as the candidates were appointed prior to the year 1882, and under the regulations exempt from examination in any other subject. In the other case, however, had the general regulations been allowed to govern, the candidates should have been required to take all the subjects of the curriculum, as they were appointed subsequent to the year 1882, but as the Order in Council provided that the examination be confined to the subject of 'Duties of Office' the Board had no alternative but to follow its direction. In connection with these special promotion examinations, which it would seem are likely to become more frequent, it appears to the Board not only desirable but necessary that a uniform set of regulations to govern same should be adopted, particularly in view of the fact that there exists a diversity of opinion among the deputy heads of departments as to the subjects in which candidates at promotion examinations should be examined, which has resulted in special regulations being made in certain instances, a condition of things which if allowed to continue may result in creating a system of promotion examinations which was never contemplated by the Civil Service Act. It is, therefore, the intention of the Board, at an early date, to submit for the approval of the Governor in Council a set of regulations which, in their opinion, should be made applicable to all promotion examinations, whether special or general.

#### EXCISE PROMOTION EXAMINATION.

As has been explained in previous reports of the Board, the general promotion examination held in the month of May is invariably adjourned for the purpose of permitting the examination to be resumed at a later period in the year to meet the case of the employees of the excise branch of the Department of Inland Revenue, who are unable to absent themselves from their duties during the month of May. Accordingly an excise promotion examination may be held annually outside the month of May, but it seldom happens that the requirements of the department render it necessary to hold an examination oftener than every other year.

This year the examination was held on September 6th, and four following days at Nelson, B.C., Winnipeg, Toronto and Montreal, the board being represented by one of its members at Montreal and Toronto, and at Nelson and Winnipeg by its sub-examiners.

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The papers at this examination being of an altogether special and technical character, it is customary to have associated with the presiding examiner an officer of the Department of Inland Revenue, in order that the candidates may be afforded such assistance as is necessary to enable them to thoroughly comprehend the problem submitted to them.

The answer papers, without the names of the candidates, are submitted to experts of the Department of Inland Revenue who report the results to the Board, by whom in turn, they are communicated to the Secretary of State, with the name prefixed.

The questions treated by the candidates at the Excise Promotion Examination are not printed in the report of the Board for the reason that being necessarily very much alike each year, their publication would enable intending candidates to prepare answers in advance, or have them prepared by more competent men. This consideration has commended itself to the Board, and in consequence the papers in question are not now printed in its annual reports.

The attendance at and the result of the Excise Promotion Examination will be found in a subjoined table.

## ENTRANCE EXAMINATIONS.

The undersigned have the honour to report that personally on the usual days in November last at Montreal, Ottawa and Toronto, and by sub-examiners at Charlottetown, Halifax, Quebec, Kingston, Hamilton, London, Port Arthur, Winnipeg, Regina, Calgary, Vancouver, Nelson and Victoria, the preliminary and qualifying examinations prescribed by the statute for entrance into the public service were held. Owing to the necessity having arisen at a late date for the appointment of a new Presiding Examiner at Saint John, N.B. it was found impossible to hold the examination there at the same time as elsewhere, and accordingly an Order in Council was passed fixing Tuesday, November 25th, and following days for the examination at that centre, and the same was held on these dates by a member of the Board. No examination was held at Sault Ste. Marie or Prince Albert, the two remaining centres of examination, as no applications were received from persons desirous of presenting themselves at these places.

As will be observed from the statements in subsequent pages, the attendance at the entrance examinations was again very large with the result that a very considerable addition has been made to an already crowded list of persons qualified for employment in the public service. In view of the continued large attendance at these examinations, with every indication of a still greater growth, it seems to the Board that the time is opportune to consider whether some change should not be inaugurated with the object of raising the present standard of qualification for appointment to the public service. The regulations under which these examinations are now held were adopted in the year 1882, twenty-three years ago, and have undergone but little change during that protracted period. With the increased facilities which young men enjoy to-day of obtaining a good education, as compared with the conditions existing twenty-three years ago, and with the large number of commercial colleges maintaining a special civil service course, it does not seem desirable that in an elementary examination (such as the qualifying examination must be considered to be) the subject and group percentages should

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set up too low a standard. At present one can pass the examination by making thirty marks out of a possible hundred on any one subject—a very low percentage—less than one in three—and fifty per cent upon the whole group of subjects. It must be borne in mind that numbers of candidates barely "squeeze through" the examination with thirty per cent on subjects so important as arithmetic, orthography, and English composition, "pulling up" their group percentage on such subjects as handwriting and transcription, in which latter test any intelligent candidate should always make a hundred marks, since it is really only a matter of making a fair copy and keeping one's eyes open.

The remedy for the present congested condition of affairs as regards the number of successful candidates,—many of them allowing good opportunities of getting other employment to slip away in the vain hope of entering the public service—is to raise the standard of the qualifying examination. This, it seems to the Board, would have the effect of thinning out the ranks of aspirants and would secure a much better qualified class of public servants in the course of time, furnishing at the same time to those in authority a more effectual barrier than now exists against the importunities of office-seekers and their friends.

#### IRREGULARITIES, &c.

The Board regrets to report that the disposition on the part of some candidates to copy or allow their work to be copied again manifested itself in connection with the last examinations, and that as a result they found themselves compelled to cancel the papers of three candidates who wrote at Quebec. All three candidates are now debarred from again presenting themselves for examination. The Board is determined that this manner of wrong doing must cease and with that end in view in the future as in the past, will cancel the papers of such candidates as are guilty of such malfeasance so that no offender in this respect will escape the consequence of his dishonesty. Intending candidates should remember that not only those who copy but those also who allow their work to be copied are equally guilty and under the regulations subject to the same punishment.

#### SUB-EXAMINERS.

The Board have again pleasure in stating that the staff of sub-examiners continue to give every satisfaction in the performance of their duties.

The staff of sub-examiners in connection with the Board is as follows:—

Charlottetown, Ewen Stewart, Inspector of Public Schools.

Halifax, Matthew N. Doyle, Barrister-at-law.

St. John, N.B., (Vacant).

Quebec, L. Arthur Cannon, Barrister-at-law.

Kingston, J. B. McKay, Esq., Principal of the Kingston Business College.

Hamilton, W. T. Evans, Esq., Barrister-at-law.

London, Geo. Duncan, Principal Public School.

Port Arthur, A. H. Macdougall.

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Sault Ste. Marie, James Bassingthwaite, Esq.  
Winnipeg, The Venerable Archdeacon Fortin.  
Regina, William Trant, Esq., M.A.  
Calgary, Stanley Jones, Esq., Barrister-at-law.  
Nelson, Dr. E. C. Arthur.  
Vancouver, T. S. Baxter, Esq.  
Victoria, The Reverend Dr. Campbell.

No candidates presenting themselves at Sault Ste. Marie or Prince Albert at the last examination, the services of the sub-examiners at those places were not required, and they received no emolument from their office as such.

## FEES.

The fees received from the candidates at the General Promotion Examination in May, and deposited to the credit of the Receiver General, amounted to \$136.

The fees received from candidates at special promotion examinations, and deposited to the credit of the Receiver General, amounted to \$10.

The fees received from candidates at the Excise Examination, and deposited to the credit of the Receiver General, amounted to \$62.

The fees received from candidates at the Entrance Examinations in November, and also deposited to the credit of the Receiver General, amounted to \$2,355.

Candidates at the General Promotion Examination numbered 68, at Special Promotion Examinations 6, at the Excise Promotion Examination 31, and at the Entrance Examinations 778.

All of which is respectfully submitted.

JNO. THORBURN, M.A., LL.D.


*Chairman.*

W.M. FORAN,

A. D. DECELLES, LL.D., F.R.C.S.

*Secretary to the Board.*

J. C. GLASHAN, LL.D., F.R.S.C.



## APPENDIX.

Appended to this report will be found :—

1. Regulations governing the Board.
2. Statements giving particulars of attendance at promotion and entrance examinations.
3. Copy of papers used at the promotion examination.
4. Copy of papers used at the preliminary entrance examination.
5. Copies of the qualifying examination papers.
6. Copies of the option papers.
7. Copies of the papers used at the special preliminary and qualifying examination held at St. John, N.B.
8. List of the candidates who were successful in passing the preliminary or lower grade examination, including the special examination held at St. John, N.B.
9. List of the candidates who were successful in passing the qualifying or higher grade examination, including the special examination held at St. John, N.B.
10. List of the candidates who succeeded in options, specifying the subject or subjects in which they passed.
11. List of graduates of Canadian universities who have exhibited their diplomas to the Board, and who, in consequence, are qualified for employment in the public service without examination.



REGULATIONS FOR THE GOVERNANCE OF THE BOARD OF CIVIL  
SERVICE EXAMINERS IN HOLDING EXAMINATIONS  
UNDER THE CIVIL SERVICE ACT.

1. One of the members shall be chairman, and when present shall preside at the meetings of the Board, and one may be secretary, if appointed to that office by the Governor General in Council. Chairman and secretary.
2. In the absence of one of the members of the Board the other two shall be competent to transact business, and their decision shall be as valid as if the three had been present. Two members of board may transact business.
3. Regular entrance examinations shall be held annually at as many of the places named in the Civil Service Act as the Governor General in Council may direct, and also at any other places similarly selected and designated to the Board. The examination shall commence on the second Tuesday in the month of November, and shall continue until completed. Regular entrance examinations.
4. The Board shall meet prior to the examination in sufficient time to make the preparations necessary for holding the said examination, and shall continue to meet until their work is finished. Meetings of board.
5. The examinations shall be held simultaneously, that is, on the same days and hours at the several places designated by the Council, and shall be conducted at every place precisely in the same manner and by means of the same questions. Examinations to be held simultaneously and in same manner.
6. The answers of the candidates shall be in writing and on paper prepared and supplied by the Board. Answers in writing.
7. In the places at which the examiners cannot personally attend, sub-examiners shall be appointed to conduct the examinations according to the printed regulations supplied to them by the Board. Sub-examiners to be appointed.
8. At the close of the examination it shall be the duty of the examiners in charge, to collect and seal up the written papers of the candidates and to transmit the same, duly attested, to the secretary of the Board at Ottawa. Written papers to be sealed up and transmitted to secretary.
9. Every candidate for examination shall be required to satisfy the Board :—
  1. If coming up for the Preliminary examination only and if intending to serve in the Inside Departmental Division, that he is of the full age of fifteen years and not over thirty-five; if coming up for the Qualifying examination, that he is of the full age of eighteen years; and if for the Inside Departmental Division, not over thirty-five years old. Preliminary examination, age. Qualifying examination, age.

NOTE.—The proof of age shall be by a properly certified extract from the birth registration, and should this not be procurable, then by such other evidence as may be satisfactory to the Board. Proof of age.

Sound health. 2. That he is in sound health and free from any defect or disease, mental or physical, which would be likely to interfere with the proper discharge of his duties.

Proof of health. NOTE.—The proof of health shall be by the certificate of a practising physician.

Character. 3. That his character is such as to qualify him for employment in the Civil Service.

Proof as to character. (NOTE.) The proof of character shall be by the certificate of a minister of religion, mayor, or justice of the peace.

## APPLICATIONS.

Application for admission to examination, forms to be used. 10. The applications for admission to the examination shall be by means of forms which will be supplied to the candidate by the Board, and said forms correctly filled up shall be re-addressed to the secretary, at least one month before the day appointed for commencing the examination.

Fees to be paid. 11. A fee of two dollars in the case of the Preliminary Examination and of four dollars in the case of the Qualifying Examination, shall be paid by each candidate, and shall be collected on the first day of the examination as the Roll is being called. In the case of candidates coming up for examination in one subject the fee shall be two dollars, and a fee of one dollar shall be payable for the privilege of taking optional subjects. Should insuperable difficulties preclude the attendance of a candidate at the examination for admission to which he has sent the regular application and certificates such candidate, on communicating the facts to the secretary, may be admitted at the next ensuing examination, by simply sending an application without new certificates.

Admission to next ensuing examination.

Examina- tions open. English or French language may be used.

Notice of examination.

Examin- ations, how designated. Optional sub- jects.

Preliminary examination.

Maximum marks and minimum of average required.

## EXAMINATIONS.

12. The examinations shall be open to all persons who shall have complied with the requirements of the Civil Service Act, as to proof of age, health and character, and in doing their examination work, the candidates shall be at liberty to use either the English or the French language.

13. Notice of every examination to be held under the Civil Service Act shall be published in the *Canada Gazette*, in the English and French languages, one month at least before the date fixed for the examinations, and shall state when and where it is to be held.

14. The examinations shall be known as the Preliminary or lower Grade and the Qualifying or Higher Grade. In conjunction with the latter, there will be certain optional subjects, any or all of which the candidates may take or decline to take as may be minded.

15. The Preliminary examination will be in,—  
 1. Penmanship ;  
 2. Orthography ;  
 3. The first four rules of arithmetic ;  
 4. Reading print and manuscript ;

16. The maximum marks in each subject will be 60, and in order to pass, the candidate will require to make not less than 30 per cent on any subject, and an average of 50 per cent of the combined value on all subjects, or 120 out of the 240.

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17. The Preliminary examination will qualify for the following appointments :—

18. Messengers in both Inside and Outside divisions, porters, Railway mail porters sorters, packers, letter carriers, mail transfer clerks, box collectors, tide waiters, assistant inspectors of weights and measures, and such other offices of the Lower Grades as may be determined by the Governor General in Council.

19. The Qualifying or Higher Grade examination shall be held immediately after the Preliminary, and shall be in,—

1. Penmanship ;
2. Orthography ;
3. Arithmetic, including interest, vulgar and decimal fractions ;
4. Geography, chiefly of the Dominion of Canada ;
5. History,—British, French and Canadian—chiefly the latter ;
6. Grammar ;
7. Composition ;
8. Transcription.

20. The same scale shall govern in this as in the Preliminary examination, viz., a minimum of not less than 30 per cent on any one subject, and an average on the whole eight of 50 per cent. As the subjects are valued at 100 marks each, the average required will be 400. This examination will qualify for the following appointments :—

1. Temporary writers in the first division ;
2. Third-class clerkships and the offices of landing waiters and lockers in the second division for Customs service ;
3. Third-class clerkships and the office of exciseman in the second division for Inland Revenue service ;
4. Third-class clerkships, railway and marine mail clerkships, and the offices in the second division for Post Office service ;
5. Junior Second-class clerkships in the first division.

21. Candidates who fail in one subject only at the Qualifying examination, but who make the required average (50 per cent, or 400 marks) will be allowed to come up at the next ensuing examination, and then only for that one subject, and if they secure the minimum will be held to have passed.

22. Candidates who fail at the Qualifying examination, excepting those who fail in one subject only, will receive no advantage from the optional subjects they may have treated successfully, the failure in the Qualifying subjects neutralizing success in options.

23. Candidates who may desire to be examined in Optional subjects must take them at the time of the Qualifying examination, at which they present themselves, and will not be permitted to come up for that purpose at any subsequent examination.

24. Candidates who pass in options will, in the event of appointment to office, be credited with the subjects in which they were successful up to two, but not in excess of two.

25. The options are :—

1. Book-keeping—by double entry ;
2. Shorthand ;
3. Type-writing.

List of optional subjects.

18. Messengers in both Inside and Outside divisions, porters, Railway mail porters sorters, packers, letter carriers, mail transfer clerks, box collectors, tide waiters, assistant inspectors of weights and measures, and such other offices of the Lower Grades as may be determined by the Governor General in Council.

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5. Junior Second-class clerkships in the first division.

21. Candidates who fail in one subject only at the Qualifying examination, but who make the required average (50 per cent, or 400 marks) will be allowed to come up at the next ensuing examination, and then only for that one subject, and if they secure the minimum will be held to have passed.

22. Candidates who fail at the Qualifying examination, excepting those who fail in one subject only, will receive no advantage from the optional subjects they may have treated successfully, the failure in the Qualifying subjects neutralizing success in options.

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22. Candidates who fail at the Qualifying examination, excepting those who fail in one subject only, will receive no advantage from the optional subjects they may have treated successfully, the failure in the Qualifying subjects neutralizing success in options.

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25. The options are :—

1. Book-keeping—by double entry ;
2. Shorthand ;
3. Type-writing.

Minimum of marks in option.

Option candidates will inform secretary.

Certificate. Options 'with honours.'

Board will prepare time tables.

Board will provide forms.

When report shall be made by board, and what it shall embrace.

Stationery and other requisites.

Preparation and printing of questions.

How examination shall be commenced.

Separate paper for each subject.

**26.** In order to pass in options, the candidates will require to make at least 50 marks in each subject taken.

**27.** Candidates who intend taking Options will inform the Secretary of the Board.

#### CERTIFICATES.

**28.** Every candidate who passes the Preliminary or Qualifying examination successfully will receive a certificate to that effect, and in the cases of candidates who have gained Options, a certificate 'with honours,' specifying the Options passed.

#### TIME TABLES.

**29.** The Board will prepare time tables for the several examinations, showing the order in which the subjects are to be taken up, and the time allowed for each, which time shall be strictly observed by the examiners.

#### FORMS.

**30.** The forms necessary for giving effect to the foregoing rules will be provided by the Board, and on application to the Secretary, not less than one month before the day of examination, will be forwarded to the candidates and others interested.

#### REPORT.

**31.** Not later than the 31st day of January in each year, the Board shall make a report to the Secretary of State of the proceedings for the year ended on the preceding 31st day of December, which report will embrace copies of the printed examination question papers used at the several examinations, the names of the successful candidates, and copies of any rules or regulations adopted during the year.

#### STATIONERY.

**32.** The stationery and other requisites shall be provided by the Department of Public Printing and Stationery upon requisitions from the Board of Examiners approved by the head of said Department.

#### *Regulations for Conducting the Civil Service Entrance Examinations.*

**33.** The Board of Examiners shall prepare and cause to be printed (confidentially) the questions to be used at the Preliminary, Qualifying (including Options) and Promotion examinations, excepting always the Promotion papers on 'Duties,' which papers the Departments interested will supply.

**34.** The examiner will begin by calling the roll and marking, opposite to the names of the candidates in attendance, the word 'present,' and to these he will communicate the number by which they are to be severally identified throughout the examination.

**35.** Each subject for examination shall be dealt with in a separate paper, and sufficient time will be allowed the candidates to give their work a careful and intelligent treatment.

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**36.** The examinations will commence each day at 9.30 a.m., continuing until noon, when a recess will be taken. They will commence at 1.30 p.m., and continue day by day till 4 p.m., or to the time specified in the time table, till finished.

**37.** Each candidate shall be designated by a number, which he will place in plain figures at the head of each sheet of paper he may use and also (together with the name of the subject treated) on the back of the outside sheet, which papers, at the expiration of the time allowed, he will hand to the examiner.

**38** The questions will be numbered, and the number of marks assigned to each question will be shown in the margin of the printed question paper.

Questions will be numbered.

**39.** The date and hour for the issue of each examination (question) paper and the time allowed for its treatment will be plainly stated at the head thereof.

Date, hour and time to be stated.

**40.** The examiners will exercise the greatest possible care in order to prevent the nature of the examination questions from becoming known before the time fixed for the issue of the papers has arrived.

Examiners will exercise care.

**41.** Should the Board have reason at any time to believe that candidates have been guilty of misconduct, by copying from each other or by improperly obtaining information relative to the subjects under treatment during the examination, they (the Board) will hold the results of the examination respecting such candidate in suspense until they have thoroughly investigated the circumstances; and if such misconduct should be found to have occurred, the papers of such candidates will be cancelled and the offending persons will be disqualified from future examinations.

Candidates guilty of misconduct by copying from each other, or improperly obtaining information how to be dealt with.

**42.** Should the sub-examiners have cause to believe that the irregularities referred to in the preceding paragraph, or any others, have taken place among their candidates, they will faithfully report the facts to the Board.

Irregularities to be reported to the board.

**43.** The number of examination (question) papers on each subject required at each place of examination will be sent to the examiners, inclosed in sealed envelopes, indorsed with the subject and the number of papers they contain, and said envelope shall only be opened when the time specified in the time table for doing so has arrived, and in the presence of the candidates.

Number of papers on each subject shall be sent to the examiners, and endorsed with the subject, &c.

**44.** The stationery required for the examinations will be supplied by the Board, and the paper shall be written upon one side only. The margin must also be left blank, as it will be wanted for noting the valuations.

Stationery will be supplied by the board.

**45.** No persons other than the examiners, their assistants and the candidates shall be allowed within the rooms during the examinations.

Who allowed in during examination.

**46.** The examiners shall refrain from communicating to any one the results of the examinations until the same shall have been reported to the Secretary of State.

Examiners not to communicate.

**47.** The candidates shall, if possible, be placed five feet apart during the examinations, and any attempt at holding communication with each other must be promptly and effectually checked by the examiners.

Position of candidates during examination.

Books, etc., not permitted. **48.** No books, notes, maps or diagrams shall be permitted in the examination rooms.

Candidates shall be seated five minutes before the commencement of the examinations.

Entering or leaving room.

Perfect silence.

At expiration of time examiner will collect paper.

Examiner will check papers with list of candidates present.

How papers are to be arranged and inclosed in envelopes.

At close of examination examiner will fill up form.

Time of holding promotion examinations.

Subjects designated, 'obligatory' and 'supplementary.'

List of 'obligatory' subjects.

**49.** The candidates shall all be seated five minutes before the commencement of the examinations, and no candidate will be allowed to enter the room later than fifteen minutes after the time fixed for commencing the treatment of a subject. Nor shall any candidate be allowed to leave the room during the treatment of a subject—save in cases of extreme necessity—but so soon as any candidate shall have finished his paper he may hand it to the examiner after which he will be at liberty to retire, but he will not, however, be allowed to re-enter until the time for the commencement of the next subject is called.

**50.** Perfect silence shall be observed during the time devoted to the treatment of the subjects.

**51.** Punctually at the expiration of the time allowed for the treatment of a subject, the examiners in charge shall notify the candidates of the fact, and will collect the papers whether finished or unfinished.

**52.** On receiving the papers the examiners in charge will check them with the list of candidates present, so as to satisfy himself that he has one from each person, and should he find any short he will at once proceed to inquire for them. If any candidate fails to put in a paper the examiner will state the fact and the reason for its having been withheld in the report of the Secretary. After receiving and collecting the papers he will arrange them in numerical order and inclose them in an envelope with,—

1. The place of examination ;
2. The subject of the paper ; and
3. The number of papers inclosed.
4. He will then seal and sign the cover.

**53.** At the conclusion of the examination the examiners in charge will fill up a form certifying that the rules and regulations have been faithfully observed, and if anything requiring explanation has occurred they will state the facts to the Secretary of the Board.

#### *Promotion Examinations.*

**54.** These examinations are held annually in the month of May, and are conducted in all respects like the examination for entrance. (See the instructions relating to the latter.)

**55.** The subjects in which the candidates are examined are known as 'Obligatory' and 'Supplementary,' or subjects which may be prescribed by the Deputy Heads of Departments.

**56.** The 'Obligatory' subjects are :—

1. Penmanship.
2. Orthography.
3. Arithmetic (the nature of which is to be determined by the Deputy Head of the Department to which the candidate belongs, according to the requirements of the service the candidates are rendering or may be expected to render, if promoted to the higher classes they are aspiring to).
4. Composition.
5. Duties of office, or of the higher office sought.
6. Efficiency, by which is understood the value placed by the Deputy Heads upon the service rendered, or which is being rendered by the candidates.

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. The 'Supplementary' subjects, any or all of which the Deputy Heads may prescribe, are :—

1. Translations (from English into French or French into English).
2. Geography.
3. Book-keeping.
4. Précis.
5. Constitution (The British North America Act).

List of 'supplementary' subjects.

58. The 'Obligatory' subjects, including 'Efficiency,' together with the 'Supplementary' subjects, which the Deputy Heads of Departments may select from, are each rated at 100 marks.

subjects ; how rated.

59. No clerk on the staff of any Department of the Public Service, who was in the service and employment of the Government on the first day of July, 1882, and has since been continuously engaged therein, shall as a condition of promotion be required to pass an examination in any subject other than the duties of the office to which he seeks promotion, unless in any special case the Deputy Minister, by a report concurred in by the Head of the Department, submits to the Board of Examiners other subjects of examination as a test of fitness for such office.

Employees appointed prior to 1882 not required to pass examinations in subjects other than 'duties of office.'

60. The order of progress in the service is from a lower to the next higher class, and as there are three degrees of advancement, the candidates at the examination have to exhibit their eligibility for promotion according to the following scale :—

Order of progress in the service.

1. Third class men must obtain not less than 30 marks in any one subject, and an average of 50 on all the subjects prescribed for their examination, so that if there are six subjects (Efficiency included) and there can not be less, they will require to make a total of not less than 300.
2. Second class men must make not less than 40 per cent an average of 60 per cent, and first class men 50 and 70.
3. Candidates examined on 'Duties of Office' must obtain if third-rate men, 50 marks ; if second class men, 60 marks ; and if first class men, 70 marks in their examination.
4. All marks for efficiency and for duties of office obtained by any candidate in any promotion examination, shall be held to apply only to the department for which he has taken the examination in duties and been awarded marks for efficiency.

Third class men. Second class men. First class. Candidates on 'duties of office.'

61. If a candidate in any of the classes makes the average required, but falls below the minimum in one subject only, he will have the privilege of coming up at the next ensuing (annual) examination in that one subject, when the minimum of marks will pass him.

If a candidate makes the average required.

62. The following penal clauses were added to the Civil Service Act by Chapter 12 of the Acts of Canada, 51 Victoria (1888), and are inserted here for convenience of reference :

Penal clauses added to the Act.

1. Whenever the Board are satisfied that any irregularity or fraudulent practice has obtained at any examination held by them, or by any person deputed by them to hold the same, they may summon before them, by an instrument signed by the chairman or acting chairman of the Board, and may examine under oath or affirmation, any person who in their opinion is in a position to give evidence in relation to any such irregularity or fraudulent practice ; and if the person so summoned neglects or refuses to appear, or having appeared, refuses to be examined upon oath or affirmation concerning the premises, or refuses to take an oath or affirmation, or having

Inquiry as to irregularities at examination.

Penalty for neglecting or refusing to appear or to be examined on oath.

taken the oath or affirmation, refusing to answer such questions concerning the premises as are then put to him, without offering any just and lawful excuse for his refusal, the chairman or acting chairman of the Board shall be vested with all the powers conferred, in like cases, upon a justice of a peace by section thirty-two of *The Summary Convictions Act*.

Administration of oath.

Name of person offending to be removed from the list.

Penalty for wrongfully receiving or furnishing examination papers.

Ninth section of Act added.

Who may be appointed assistants.

Place and time of examinations.

‘3. Every oath or affirmation required for the purpose of such examination may be administered by any member of the Board :

‘If any person is proved by such inquiry to have been concerned in any fraudulent practice, or to have been guilty of any breach of the regulations made in virtue of section thirty-one of this Act, the Board shall report the same to the Secretary of State, who may thereupon cause such person’s name to be removed from the list of persons who are found qualified.

‘5. Any person who at any examination held under this Act, personates any candidate, or employs, induces or allows any person to personate him, is guilty of an offence against this Act, and is liable, on summary conviction, to imprisonment for a term not exceeding six months, or to a fine not exceeding two hundred dollars, and if he is employed in the Civil Service, to be dismissed therefrom.

‘6. Every person who surreptitiously procures from any printer, or other person, and every person who without authority furnishes to any other person any examination question paper, or any other paper relating to any such examination as aforesaid, is guilty of an offence against this Act, and liable, under summary conviction, to imprisonment, with or without hard labour, for a term not exceeding six months, or to a fine not exceeding two hundred dollars, and if he is employed in the Civil Service, to be dismissed therefrom ; and no such person shall be allowed to present himself at any subsequent examination.’

**63.** The ninth section of ‘The Civil Service Act’ is added hereto for convenience of reference and is as follows :—

‘The Board may obtain the assistance of persons who have had experience in the education of the youth of Canada, and with such assistance shall hold or cause to be held, periodical examinations for admission to the Civil Service, in the cities of Halifax, St. John, N.B., Charlottetown, Quebec, Montreal, Ottawa, Toronto, Hamilton, London, Winnipeg, Victoria and such other places as are determined by the Governor in Council ; it shall not be necessary to hold such examinations in all the said places, but the places at which the examinations shall be held, shall be determined from time to time by the Governor in Council ; examinations shall, as far as possible, be in writing, and the cost thereof shall be defrayed out of moneys previously voted by Parliament for that purpose.’

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## PROMOTION EXAMINATION.

Place.	Present.	Passed.	Failed.
Charlottetown.....	1	1	.....
St. John, N.B.....	2	2	.....
Ottawa.....	65	56	9

## SPECIAL PROMOTION EXAMINATIONS.

Place.	Present.	Passed.	Failed.
Ottawa.....	5	5	.....

## EXCISE EXAMINATION.

Place.	Number of Candidates Present.
Nelson.....	1
Winnipeg.....	1
Toronto.....	11
Montreal.....	18

## PRELIMINARY OR LOWER GRADE.

Place.	Present.	Passed.	Failed.
Charlottetown.....	2	2	.....
Halifax.....	16	12	4
St. John, N.B.....	16	14	2
Quebec .....	13	11	2
Montreal.....	64	51	13
Ottawa .....	69	65	4
Kingston.....	1	1	.....
Toronto .....	49	38	11
Hamilton.....	11	9	2
London.....	12	11	1
Winnipeg.....	11	11	.....
Vancouver.....	6	6	.....
	270	231	39

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## QUALIFYING OR HIGHER GRADE.

Place.	Present.	Passed.	Failed.
Charlottetown.	3	2	1
Halifax.	13	3	10
St. John, N.B.	11	2	9
Quebec.	21	11	10
Montreal.	46	14	32
Ottawa.	228	120	108
Kingston.	4	4	...
Toronto.	52	21	31
Hamilton.	11	5	6
London.	25	14	11
Port Arthur.	2	1	1
Winnipeg.	32	15	17
Regina.	2	2	...
Calgary.	2	2	...
Vancouver.	9	3	6
Victoria.	2	2	...
Nelson.	2	2	...
	465	223	242

\* Forty-four of this number were 'one subject' candidates and therefore paid a fee of only two dollars.

## OPTIONAL SUBJECTS.

Place.	Present.	Passed.	Failed.
Halifax.	2	1	1
St. John, N.B.	2	1	1
Quebec.	2	1	1
Montreal.	1	...	1
Ottawa.	29	10	19
Kingston.	1	...	1
Toronto.	4	1	3
Winnipeg.	1	...	1
Vancouver.	1	...	1
	43	14	29

## SESSIONAL PAPER No. 31

## No. 1.

## PROMOTION EXAMINATION.

## PENMANSHIP.

Tuesday, May 10, 1904, from 9.30 a.m. to 10.30 a.m.

(Candidates are required to observe the regulations strictly.)

## Value.

## MILITARY SIGNALLING.

100

In connection with the organization of Canada's new army the militia department has undertaken to form the nucleus of a military signalling service. The large areas over which military operations now extend, even when a comparatively small force is engaged, make this one of the most important military branches. In the old days communication in the field was maintained by mounted orderlies or aides, but the fire zone is now so extensive that this mode of conveying orders or maintaining communication is both too slow and too precarious, when a single regiment in line of battle occupies a front nearly equal to that of Wellington's whole army at Waterloo. It therefore becomes necessary for every unit, or even detached portion of a unit, to be in signal communication by flag or heliograph with the source of orders.

Recognizing the importance of this branch of the service the government has appointed two inspectors of signalling for Canada and proposes to establish a central school of signalling to train the militia throughout the country. But in the inception of the scheme the headquarters staff appears to have overlooked a most important and essential detail: There are two telegraph signal codes—the American Morse used in the telegraph offices throughout Canada, and the British Morse used in Great Britain and the imperial army signal service. These two codes differ in about a dozen of the 26 letters in the alphabet. The consequence is that a telegraph—by the American Morse is quite unintelligible to a telegraph operator or signaller by the British Morse, and *vice-versa*.

## No. 2.

## PROMOTION EXAMINATION.

## ENGLISH COMPOSITION.

Tuesday, May 10, from 10.30 to 12 a.m.

## Value.

(Candidates are required to observe the regulations strictly.)

5

Change the following from the indirect to the direct form of speech:—

Cyrus having summoned the Greek generals to his presence told them that it was not, as they might readily suppose, in any want of their number to swell his army, that he engaged them in his service, but in the belief that they were far superior to far greater numbers of barbarians.

10

Supply other appropriate words for those printed in italics:—The *progress* of the English Colonies *affords* a *striking contrast* to all this *sudden splendour* and *rapid decay*. Their *early struggles* and *petty wars* were not for *extensive power*, and almost *countless wealth*. They *landed* on a *dreary shore* to brave the *rigours* of an *inhospitable climate*.

15 Define a complex sentence. Combine the following simple sentences into one complex sentence:—  
 Sugar is made chiefly from the juice of the sugar cane. The sugar cane grows in the East Indies. The sugar grows in Brazil. Sugar is used largely as an article of food.

10 Change the following complex sentences into compound ones:—  
 (a) The outside is formed of rough stones of a light yellow colour which form unequal steps all round.  
 (b) Our cavalry had moved up to the ridge across the valley on our left, as the ground was broken in front.

10 Appropriate prepositions follow certain words. Give the appropriate ones following agree, attended, copy, die and reconcile.

15 Show wherein the following sentences are incorrect. Correct them.  
 (a) It must be confessed that a lampoon or a satire do not carry in them robbery or murder.  
 (b) After a long statement he said I do not recollect ever having paid it.  
 (c) He was asked, was Mr. Smith, or many of his friends, in the room?

35 Write a letter of not less than 250 words on the relative merits of a competitive and non-competitive examination.

100

## No. 3.

## PROMOTION EXAMINATION.

## ORTHOGRAPHY.

Tuesday, 10th May, from 2 p.m. to 3 p.m.

(Candidates are required to observe the regulations strictly.)

Value. | Every where pervales a condition of kaos sloely immerring into order and reglarity. The dipression periud is over. Buisnes actifity has taken 100 its plaice. Men who mite hav bin reguarded as comershially defunct are flurishing and driving buisnes at as swifte a pase as ever. This is evedant in ever one of the transplanted premisis. Much unsetlement still pervades, as the mane businese of the passed six days sinse the fire has bin to transferr managemant, immployees, documends, goods, and in sum cases machenry, to knew basis of opperations. In menny kases, ofises and wearhouses are still in the saim room. Stenoggraphors and clarkes are in won corner, manngers and heads of departmants in anuther. Knew desks and furneture are ever where. The floars are litterd and temperary benshes loded with goods in vareous staiges of unpacking. Carpanters are buisy tareing doun pertitions an putting up uthers. Halwais are choaked withe lumber. The hammer and the typriter are in uneisim.

## SESSIONAL PAPER No. 31

## No. 4.

## PROMOTION EXAMINATION.

## ARITHMETIC—(ELEMENTARY PAPER)

Values.

(N.B.—Work must be given in full.)

12 1. Add the following both horizontally and vertically and verify your results by adding the partial sums both vertically and horizontally :

\$72986	\$48976	\$53646	\$68457	\$67428
54897	85879	89877	98796	98796
69785	86493	86985	59487	54987
49868	57968	49876	68495	68498
98764	88695	98949	84988	76987
77597	49878	87878	67879	68796

12 2. Multiply 879865795 by 90087 and divide the product by 789.

12 3. A man gave each of his two brothers \$3795, each of his two sisters \$2666, his wife \$485 more than both his brothers, and the rest of his property which was worth \$477 more than what he gave to all his brothers and sisters together, he gave to his son. What was the total value of his property?

12 4. Willie has 6 marbles more than Fred who has 5 more than Robert. Willie wins 4 marbles from Fred and 3 from Robert. How many more than Robert has Willie now?

12 5. James is 14 and his father is thrice as old. In 14 years from now, how many times as old as James will his father be?

12 6. A has thrice \$29 and pays \$48 to B. B has then four times \$26 and out of this gives back \$63 to A. How much has each now?

12 7. A steamer which is not allowed to carry more than 125 passengers per trip, has to carry 2337 persons in all. How many trips at least must it make to do so? If it carry the same number on each of those trip, how many will that be?

16 8. A man divided \$1408 among his three sons and two daughters, giving each son \$40 more than twice as much as each daughter. How much did each son receive?

## No. 4.

## PROMOTION EXAMINATION.

## ARITHMETIC—(GENERAL PAPER.)

Tuesday, 10th May, from 3 p.m. to 5 p.m.

Values.

(N.B.—Work must be given in full).

12 1. Add the following both horizontally and vertically and verify your results by adding the partial sums both vertically and horizontally ;

\$72986	\$48976	\$53646	\$68457	\$67428
54897	85879	89877	98796	98796
69785	86493	86985	59487	54987
49868	57968	49876	68495	68498
98764	88695	98949	84988	76987
77597	49878	87878	67879	68796

12 2. Multiply 879865795 by 90087 and divide the product by 789.

12 3. A man gives each of his two brothers \$3795, each of his two sisters \$2656, his wife \$485 more than both his brothers, and the rest of his property which was worth \$477 more than what he gave to all his brothers and sisters together, he gave to his son. What was the total value of his property?

12 4. A sold 0.15 of his farm to M and then  $\frac{5}{7}$  of the remainder to N and still had 90 acres left. How many acres had he at first?

12 5. A woman spent \$55.92 in tea at  $87\frac{1}{2}$  ct. a lb., coffee at  $18\frac{3}{4}$  ct. a lb. and sugar at  $10\frac{1}{4}$  ct. a lb. buying an equal quantity of each. How many pounds of each did she buy?

12 6. A merchant sold some goods for \$3,400, gaining  $6\frac{1}{4}$  per cent. of the cost. Find the cost.

12 7. A merchant buys goods at 40 p.c. and 20 p.c. off the price list and sells them at 30 p.c. and 10 per cent off the price list. What is his gain per cent on their cost?

16 8. A man buys goods for a certain sum and marks  $\frac{1}{3}$  of them at a profit of 24 p.c., and  $\frac{2}{3}$  of them at a profit of 36 p.c., but had he marked 2.3 of them at a profit of 24 p.c., and  $\frac{1}{3}$  of them at a profit of 36 p.c., his gain would have been less by \$240. Find the cost of the goods.

## No. 4.

## PROMOTION EXAMINATION.

May 10th 1904.

Value.

AUDITOR GENERAL OFFICE—ARITHMETIC.

100

1. What is the least number which gives a remainder of 2 each time when divided respectively by 1001, 1309, 1463 ?

2. Simplify :

$$10\frac{2}{3} \text{ of } \frac{1}{2\frac{2}{3} + \frac{2}{2\frac{1}{4}}} \div \frac{2\frac{1}{6} + 7\frac{7}{20}}{4\frac{1}{4} + 3\frac{2}{3}} = \frac{5}{5\frac{1}{34}}$$

3. A person invested \$2,310 in debentures bearing 3 per cent at \$96 $\frac{1}{4}$ . When they rose to par he sold out and lent the money at 4%. By how much was his income from this transaction increased ?

4. Find the value of a note of \$1,053, drawn at 6 months from the 2nd of January last without interest, disposed of on the 10th of May, money being worth 5 per cent.

5. For how much must a property, worth \$5,800, be insured so as to cover its loss and the premium of insurance,  $1\frac{1}{4}$  per cent ?

6. The length of a rectangular tank is five times its depth and its breadth is twice its depth. What are its dimensions in feet if it holds  $765\frac{5}{8}$  tons of water,—a cubic foot of water weighing  $62\frac{1}{2}$  lbs. (ton 2,240 lbs.) ?

7. A room is twice as long as it is broad and is 10 feet high, one-eighth of the wall area is taken up with doors and windows. The cost of papering it with paper 21 inches wide at 8 cts. per yard of length is \$12. What would be the cost of carpeting the room with carpet 27 inches wide at \$1.75 per yard ?

8. What will the wire fencing at 10 cts. a yard cost, to enclose a square field of 21 acres, 1 rod, 6 poles,  $9\frac{1}{2}$  yds. ?

9. If a cube contains 11,529,468,828.06 feet, what is the length in inches of one of its edges ?

10. A sum invested at compound interest amounts to \$216.62 at the end of the second year and to \$255.83 at the end of the fourth year. Determine the sum and rate.

11. Add : 00236, .00014 and .29.

12. How much tea at 60 cents must be mixed with 33 lbs. at 70 cts. to be worth 65 cts. per pound ?

13. Exchange between Canada and Great Britain being at 1 per cent premium, what sterling 60 day bill should be sent from here dated the 15th of May, to meet 100,000 francs due on the 15th of June,—a £ being worth 25 francs ? What would be the cost of the sterling bill in Canadian Currency ?

14. Calculate the products to be entered in the "amount" column of page W-126 of the Audit Report for 1902-3, and add up the column, to connect the sum \$398,068.60 with the sum \$196,797.47. (The page of the Report follows, on which the products may be entered and the addition made) :—

Trent Canal: Peterboro' and Lakefield Division—Continued.		Quantity.	Rate.	Amount.
Corry & Laverdurd, &c.—Continued.			\$ cts.	\$ cts.
Brought forward....		....	....	196,797 47
15	Oak timber, 12-in. sq. and under, in sills of locks, fenders on concrete walls, &c. ....	ft.b.m.	93,534	70 00
17	Pine plank, 4-in. x 10-in. in vertical binders in entrance piers and dams....	"	6,000	20 00
18	Pine plank in entrance piers, dams flooring for bridge, &c....	"	122,460	16 00
20	Oak piles, 16 ft. and over, driven....	1. ft.	1,720	1 09
21	Tamarac, elm or hemlock piles, 16 ft. and under, driven....	"	15,594	0 60
22	Tamarac, elm or hemlock piles, over 16 ft., driven....	"	912	0 40
23	Sheet piling in foundations of dams, &c., where required, driven. ....	ft.b.m.	47,550	14 00
24	Blocks or ties not less than 10-in. sq. and 24-in in length....	each.	1,918	0 20
26	Pine timber, 16-in. by 10-in. to 12-in. in thickness in bars of gate....	c. ft.	843	0 70
27	Pine timber, 18-in. x 10-in. in short bars....	"	159	0 65
28	Pine timber in bridge, 6-in. x 16-in....	ft.b.m.	213	28 00
29	Pine plank in bridges....	"	3,741	20 00
32	Oak timber in bars of gate, 12-in. x 16-in....	c. ft.	632	1 20
33	Oak timber in bars of gate, 12-in. by 18-in....	"	367	1 25
35	Oak in mullions, 12-in. x 18-in....	"	67	1 40
37	Oak in binders, 8-in. x 12-in....	ft.b.m.	1,410	60 00
38	Oak in binders and fenders, 4-in. by 12-in....	"	1,793	70 00
39	Oak in studding, 4-in. x 16-in....	"	252	75 00
40	Oak packing in pivot block....	c. ft.	1 $\frac{1}{3}$	1 40
41	Rock elm dowels, 3-in. sq....	ea.h.	416	8 30
42	Wrought iron in gate hangings, suspension bars, &c., also winches, &c....	lb.	13,922	0 14
43	Wrought iron in screw-bolts, hand rails, standards, &c....	"	13,743	0 10
44	Cast iron in lock gates, gate hangings, valves &c....	"	32,664	0 17
45	Cast iron in ballast for upper gates of locks....	"	436	0 03
46	I beam on regulating weir....	"	4,797	0 07
47	Brass....	"	40	0 40
48	Painting lock gates, including labour....	bulk sum.	400	00
49	Erecting lock gates in position....	pair.	2	80 00
50	Bolts and wrought iron fastenings of mitre sills, nuts, washer, &c....	lb.	2,528	0 05
51	Wrought iron in bolts, nuts, washers, &c....	"	118,560	0 54
52	Boiler plate in binders, shields on piers, &c....	"	8,087	0 06
53	Pressed spike....	"	9,695	0 05
54	Providing and placing mooring posts of cast iron....	"	3,032	0 06
55	Steel shoes for piles, fitted on piles....	"	1,374	0 07
56	Case iron caps for mooring posts, washers, &c....	"	1,225	0 05
57	Cast iron pipe in culvert....	tons.	106.87	60 00
58	Iron rail for stop-log winches....	"	2.42	30 00
59	Proof chain for stop-log winches or elsewhere....	lb.	931	0 06
60	Cast iron in stop-log and lock gate winches....	"	2,025	0 05
61	Wrought iron in stop-log and lock-gate winches....	"	442	0 06
63	Stone pitching for slopes....	c. yds.	3,050 $\frac{1}{2}$	1 75
64	Stone filling for entrance piers, danis, &c....	"	16,888	0 40
65	Puddle....	"	12,279	0 75
67	Soiling and sodding of banks, &c....	s. yds.	8,638	0 20
68	Grading and ditching of roads....	1. ft.	13,700	30 00
70	Cutting bench, furnishing and laying broken stone, &c., for protecting lining....	"	22,045	60 00
71	Drilling holes in rock for rock bolts, including plugs....	"	230	0 40
72	Broken stone or gravel, for road beds, furnished and laid, &c....	c. yds.	2,835	1 00
73	Fencing with woven wire, as specified, 1st style....	rods.	2,014.7	2 00
75	Iron gates for fences....	each.	26	14 00
77	Timber guard for road approaches to bridges....	1. ft.	33,200	25 00
78	Drain tiles, 10-in diameter....	"	400	0 50
79	Providing and placing mooring posts of white oak....	each.	49	10 00
80	Unwatering of works....	bulk sum.	5,000	00
Special agreement, Feb. 27, 1899—				
	Earth excavation less than 8 ft. deep in hy. lock, sub-drains c.yds.		1,086	0 35
	Earth excavation more than 8 ft. deep in hy. lock, sub-drains "		214	1 00
	Stone filling in 1. lock sub-drains "		1,916	1 00
Special agreement, March 3, 1899—				
	Concrete in press wells, hydraulic lock....	"	400.55	8 00
	Rock excavation in press wells, hydraulic lock....	"	1,329.5	8 00
	Unwatering press wells, hydraulic lock....	bulk sum.	3,000	00
Special agreement, May 23, 1899—				
	Concrete in main and wing walls, hydraulic lock....	c. yds.	16,044.9	3 25
	Concrete in towers of hydraulic lock....	"	5,206.62	5 00
Carried forward....		....	....	398,068 60

## SESSIONAL PAPER No. 31

## No. 4.

## ARITHMETIC.

Values.	Department of Inland Revenue.
10	1. Multiply 9628756 by 85476.
10	2. Divide 876543279 by 97632.
15	3. Multiply 467 by 9826 to which add 97265 and subtract therefrom 2958 and divide the result by 0437.
10	4. Divide $3\frac{1}{5}$ of $5\frac{5}{8}$ by $9\frac{3}{4}$ of $\frac{8}{33}$ of $7\frac{1}{3}$ .
15	5. Reduce to its simplest form :— $\frac{\frac{5}{7} \text{ of } \frac{3}{10} + \frac{1}{4} \text{ of } \frac{8}{21}}{\frac{2}{3} \text{ of } \frac{9}{14} - \frac{5}{6} \text{ of } \frac{2}{15}}$
10	6. If two bushels of grain produce 5.49 proof gallons of spirits, what will $987\frac{3}{4}$ bushels produce.
10	7. Find the greatest common measure of 14, 18 and 24, also the least common multiple of 24, 48 64 and 192.
10	8. If three ounces of gold be mixed with nine ounces of silver, what is the value of one ounce of the alloy—gold being worth \$18 and silver \$1.25 per ounce respectively.
10	9. How many proof gallons are represented by 8,716 gallons of spirits 65.8 O.P., and what will be the duty thereon at \$1.90 per proof gallon.
100	

## No. 4.

## ARITHMETIC PAPER.

## Department of Public Printing and Stationery.

Value.	
100	1. A volume contains 2,000 pages Royal 8-vo—the paper used is double Royal 60 lb. Give the quantity of paper used, the weight of the same and the value at $3\frac{7}{8}$ c. per lb.
	2. The stereotype plates for a book (of which the type measurement per page is $5 \times 8\frac{1}{4}$ in.) aggregate $13,736\frac{3}{4}$ square inches at $2\frac{3}{8}$ c. per square inch. What is the number of pages in the book, the cost per plate page, and the total cost of the whole?
	3. A book contains 313 pages $6\frac{5}{8} \times 3\frac{7}{8}$ in., of which 181 are plain and 73 cat. in Long Primer and 59 tabulated in Minion. (a) Give the number of ems plain, the number of ems cat., and the number of ems tabulated, with the total of the whole. Also the quantity per page of each. (b) The quantity of paper required for 15,075 copies with 4% added for waste and its value—the paper being 50 lb. at $3\frac{7}{8}$ c. per lb. (c) The quantity required for each book with its value?
	4. $33\cdot6\cdot16$ reams of paper $27 \times 41$ were supplied to print a form on paper containing 324 square inches. What is the number of copies the paper supplied will produce? How many square inches of waste will there be on each sheet and what will the whole waste be?

## No. 4.

## PROMOTION EXAMINATION.

## Arithmetic.

## STATIONERY DEPARTMENT.

Value.	
100	<p>1. If a ream of Double Royal, 27 inches by 41 inches, weighs 60 pounds, what would be the equivalent weight of a ream of double demy, 24 inches by 36 inches.</p> <p>2. Convert into currency £99-7-6 at <math>9\frac{1}{2}</math> premium.</p> <p>3. Calculate 75 reams, 5 quires and 4 sheets at \$9.98 per ream of 480 sheets.</p> <p>4. How many sheets of Double Royal will it take to make a book of 110 pages, size 10 inches by <math>6\frac{1}{2}</math> inches.</p> <p>5. A bill of goods amounting to \$2,467.42 upon which there is a trade discount of 50 per cent, 10 per cent and 5 per cent and also a cash discount of 3 per cent in 10 days is received at the stationery office ; the candidate is required to give the amount for which a cheque will have to be issued so that advantage may be taken of all the discounts.</p> <p>6. \$128,463.16 was expended during a certain fiscal year, the issue of goods to the departments amounted \$132,313.88 ; value of goods brought forward from the last previous year \$29,688.68 ; value of stock on hand \$28,136.66, find the profit on the year's transactions.</p>

## PROMOTION EXAMINATION.

## DEPARTMENT OF TRADE AND COMMERCE—DUTIES OF OFFICE.

Value.	
100	<p>1. What branches of the public service are administered by the Department of Trade and Commerce ?</p> <p>2. Upon what particular services or administrations of the Department are the three heaviest expenditures ?</p> <p>3. What class of commodity forms Canada's greatest value of exports ?</p> <p>4. What class of commodity forms Canada's greatest value of imports ?</p> <p>5. What was the value of the total imports and exports of Canada during the fiscal year ended June 30, 1903 ?</p> <p>6. To what country did Canada export the greatest amount in value during the last fiscal year ?</p> <p>7. From what country did Canada import the greatest amount in value during the last fiscal year ?</p> <p>8. In what countries and colonies has Canada Commercial Agents ?</p> <p>9. What is Canada's principal exporting commodity in the following classifications :</p> <p>“ Animals and their Produce ”</p> <p>“ Agricultural Products ”</p> <p>“ Produce of the Forest ”.</p>

## SESSIONAL PAPER No. 31

10. Name four principal exports of each of the following countries viz:—  
United States, South Africa, Mexico, Japan.

11. Name what British Colonies you can at present entitled to the benefits of Canada's Preferential Tariff !

12. What is the present Chinese capitation tax and when did the last Act pertaining thereto take effect ?

13. What commodities in Canada are at present entitled to a Government Bounty ?

14. How many grain divisions are there in Canada for the purpose of the inspection of grain and what points are the headquarters of each ?

15. What are the monetary units and the equivalent value in Canadian currency in each of the following countries : Great Britain, United States, France, Germany, Japan, Newfoundland, Russia, Denmark, Australia, Jamaica, New Zealand, and Norway ?

## PROMOTION EXAMINATION.

## CUSTOMS DEPARTMENT—DUTIES OF OFFICE.

Values.	<i>For First Class Clerkship and Chief Clerkships.</i>
10	1. At what Ports or Outports are Export Entries to be delivered to Customs Collectors ?
10	2. What is the rate of duty payable in Canada under the Surtax ?
10	3. State the Country as to which the Surtax has been applied in respect of articles the growth, produce or manufacture thereof ?
10	4. What portion of the labour of a country admitted to the benefits of the Preferential Tariff is required under Customs Regulations to extend to manufactured articles presented for Customs entry in Canada under the Preferential Tariff.
10	5. In doubtful cases, how may the rate of duty payable on particular goods be declared under the Customs Act, if there be no previous decision ?
10	6. In what currency must invoices of imported goods, for Customs entry, be made out ?
10	7. What per centage of the duty paid on goods used in Canadian manufactures may be refunded as drawback upon the exportation of such manufactures from Canada ?
10	8. In respect of what markets are goods subject to an ad valorum rate to be valued for duty purposes ?
10	9. By what means is sugar prescribed to be tested for duty purposes in Canada ?
10	10. Within what time must goods be entered at the Custom House after being conveyed to a Customs Warehouse and how may they then be dealt with ?
100	

## PROMOTION EXAMINATION.

## DEPARTMENT OF THE INTERIOR, ACCOUNTS BRANCH—DUTIES.

Value.	
5	What department administered Dominion Lands prior to the creation of the Department of the Interior and in what year was the letter created ?
5	What important amendment was made in 1899 in the Act respecting the Department of the Interior ?
5	Enumerate the various branches of the Government Service now administered by the Department of the Interior.
10	State briefly the regulations which have been lately adopted by the Treasury Board in connection with the issue of Letter of Credit Cheques with a view to prevent fraud ?
5	What are the Treasury Board regulations respecting lost cheques ?
5	Name the different classes in the Inside Service as they now exist and state the minimum and maximum salary in each class.
5	State the principal provisions of the Civil Service Act which must be complied with before a person can be appointed as a Third class clerk.
5	What Commission is paid by the Department on settlers from the United States ?
5	State briefly the arrangement entered into between the Government of Canada and the North Atlantic Trading Company in regard to immigrants.
10	Give list of Dominion Lands and Crown Timber Agencies and Land Titles Offices.
10	State the different sources from which the Revenue of the department is derived, giving the sub-heads of Dominion Lands Revenue.
5	Under what authority are Fines and Forfeitures in the North West Territories collected and to what fund is the money credited ?
10	Give list of various School Lands Funds ; how are they administered and what expenditure are charged to them ?
5	What are the Executive Regulations in regard to overdrawing an appropriation ?
5	What is the land assurance Fund ?
5	How are the refunds on account of the various Seed Grain Advance Accounts dealt with ?
100	

## PROMOTION EXAMINATION.

## DEPARTMENT OF THE INTERIOR, PATENTS BRANCH—DUTIES OF OFFICE.

Values.	
10	What are the boundaries of the "Fertile Belt" within which the the Hudson's Bay Company is entitled under the Deed of Surrender to its one-twentieth ?
5	What are the numbers of the sections designated by the Act which are to satisfy the Company's claim to its one-twentieth ?
10	What are the numbers of the sections set apart as an endowment for purposes of education and designated as School Lands ? How are such lands to be disposed of, and what is the present upset price per acre ?
15	How many were the class of claims known as "Staked Claims" divided into and disposed of ?
5	Who is eligible to make homestead entry ?
10	Can entrant under the homestead provisions of the Dominion Lands Act secure a patent in any other manner than by residing upon and the cultivation of this land for three years, if so, in what manner ?

## SESSIONAL PAPER No. 31

10	Can a settler secure patent for a second entry, if so, what is the date upon which the duties upon the first homestead had to be completed?
10	Does a grant from the Crown of lands in freehold or any less estate convey gold or silver mines therein?
10	(a) At what rate per acre are lands valuable for coal disposed of?
	(b) At what rate per acre are the coal rights disposed of?
	(c) Is there a proviso for the collection of royalty on the coal mined in connection with such lands?
5	At what rate per acre are lands disposed of for agricultural purposes in the Railway Belt in British Columbia?
5	Does the patent for land in the Railway Belt in British Columbia earned as a homestead convey the merchantable timber growing thereon?
5	Do patents for agricultural lands in Manitoba and the North-west Territories convey the under rights as well as the surface?
100	

## PROMOTION EXAMINATION.

## CUSTOMS DEPARTMENT—DUTIES OF OFFICE.

Values.	<i>For Surveyor of Customs.</i>
10	1. At what place only may imported goods be brought into Canada?
10	2. How far from the anchorage ground may a vessel be boarded by an officer of Customs?
10	3. When shall the Master of a vessel report at the Customs when arriving from a port or place out of Canada?
10	4. During what hours may goods be unladen from any vessel arriving at any port or place in Canada?
10	5. How may goods be dealt with when found on board any vessel or landed and not reported?
10	6. Within what time must goods be entered at the Custom House after being conveyed to a Customs Warehouse, and how may they then be dealt with?
10	7. Under what conditions may free or duty paid goods be stored in Customs Warehouses of Class 2 or 3?
10	8. In what size of package may distilled spirits (not in glass) be imported from the United States?
10	9. Within what period shall warehoused goods be finally cleared, excepting spirituous liquors?
10	10. Are duties payable on the quantity and value of goods in the warehouse, as originally warehoused, or as found at time of ex-warehousing?
100	

## PROMOTION EXAMINATION.

## DEPARTMENT OF INLAND REVENUE—DUTIES OF OFFICE.

Values.	<i>Secretary's Branch.</i>
10	1. What is the method of treating letters received at the Department, and in what way are they recorded ?
15	2. Write a recommendation granting a gratuity to the widow or estate of a deceased officer. To whom is application made for the issue of the cheque when the Order in Council is passed, and to whom is the cheque, when received, sent for delivery ?
15	3. What examination has to be passed to qualify for appointment of probationary excisemen and what to qualify for the positions of Inspector and Assistant Inspector of Weights and Measures ? Write recommendation for the appointment of a probationary Exciseman and also letters advising him of his appointment.
10	4. It is sometimes necessary to utilize the services of a Collector of Customs or other person at a place where no Excise Officer is available. What steps are necessary in order to procure his services ? How is he remunerated and from whom does he receive his instructions ?
15	5. Write a recommendation accepting of a ferry tender in the case of there being more than one tender received. Who prepares and issues the ferry license ?
10	6. State what you know as to security to be given by the Officers of the Outside Service of the Department. Where are the bonds recorded, and is personal security acceptable ?
25	7. State generally what you know as to the work of the Branch.
100	

## DEPARTMENT OF THE INTERIOR—DUTIES OF OFFICE.

Values.	<i>Patents Branch.</i>
10	What are the boundaries of the "Fertile Belt" within which the Hudson's Bay Company is entitled under the Deed of Surrender to its one-twentieth ?
5	What are the numbers of the sections designated by the Act which are to satisfy the Company's claim to its one-twentieth ?
10	What are the numbers of the sections set apart as an endowment for purposes of education and designated as School Lands. How are such lands to be disposed of, and what is the present upset price per acre ?
15	How many were the class of claims known as "Staked Claims" divided into and how were they disposed of ?
5	Who is eligible to make homestead entry ?
10	Can entrant under the homestead provisions of the Dominion Lands Act secure a patent in any other manner than by residing upon and the cultivation of his land for three years, if so in what manner ?
10	Can a settler secure patent for a second entry, if so what is the date upon which the duties of the first homestead had to be completed ?
10	Does a grant from the Crown of lands in freehold or any less estate convey gold or silver mines therein ?
10	(a.) At what rate per acre are lands valuable for coal disposed of ?

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5	(b.) At what rate per acre are the coal rights disposed of?
5	(c.) Is there a proviso for the collection of royalty on the coal mined in connection with such lands?
5	At what rate per acre are lands disposed of for agricultural purposes in the Railway Belt in British Columbia?
5	Does the patent for land in the Railway Belt in British Columbia earned as a homestead convey the merchantable timber growing thereon?
5	Do patents for agricultural lands in Manitoba and the North West Territories convey the under rights as well as the surface?

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100

*Department of the Interior.*

## Values.

## DUTIES OF OFFICE PAPER FOR MR. J. M. ROBERTS.

10	1. Give the location of Dominion Land Agencies in Manitoba, the North-West Territories, British Columbia, and the Yukon Territory?
20	2. Describe briefly the system which was in vogue in the Department, for the distribution of stationery, at the time you were appointed to your present position, and what improvements you have inaugurated.
10	3. Describe the mode of preparing requisitions on the King's Printer, and the system of accounting for supplies received for distribution to officials in the inside and outside service.
10	4. It is desired that stock should be taken at least twice a year. State how this should be done in order that a correct balance sheet can be struck, so that the annual vote for stationery may not be exceeded.
10	5. What do you consider the best method of checking the quantity and value of supplies received, and of charging goods sent out?
10	6. Describe the proper procedure to be followed by Agents and Sub-Agents of Dominion Lands in making requisition on the Department for supplies.
5	7. What precautions should be taken to prevent delay at head office in filling requisitions received?
5	8. State what steps are necessary to satisfy the Department that a consignment of goods to an Agent, by freight or express, has reached the destination to due course?
10	9. If a statement were asked respecting the stationery account of any one Branch or Agency of the Department, could such a statement be furnished showing quantity and value, from your records, and how?
10	10. In the case of supplies coming from a foreign country, what steps are necessary before they can be delivered to the Department?

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100

*Department of Public Printing and Stationery.*

## Stationery Branch.

## DUTIES OF OFFICE.

## Value.

100	1. Examine the two sample sheets marked "A" and "B" and state which is "wove" and which is "laid".
100	2. Trace an invoice from the time of its receipt at the Stationery Office until it reaches the Auditor General.
100	3. How many sheets are there in a ream of "Insides", "Outsides" and "Printers" ream,

4-5 EDWARD VII., A. 1905

4. What is meant by the term "Watermark" when used in connection with paper?

5. Give the names, sizes in inches, and the weights of the three papers which are purchased by tender according to Statute,

6. How many reams of folio paper will it take to make 40 reams of quarto (4to)?

7. What is meant by "retree"?

8. Examine the two sample sheets marked "C" and "D" and state which is "Engine sized", and which is "Tub sized".

9. What are the methods usually followed in the Stationery Office to determine the strength and quality of paper,

10. State what are the principal materials which enter into the composition of No. 1 writing paper, also No. 3 Print commonly called "News".

11. What is the difference between a "machine finished" and a "loft dried" paper?

Value.	DEPT. OF PUBLIC PRINTING AND STATIONERY—ACCOUNTANTS BRANCH—DUTIES OF OFFICE.
100	
	1. Give date of Act establishing the department?
	2. Under which Minister is the department controlled?
	3. What is the rank of the King's Printer under the Civil Service Act?
	4. Give principal branches of the department with the title of officer superintending each?
	5. Are all the branches of work provided for by the Act in operation at the Bureau? If not, name it or them.
	6. Is there any subsequent Act or Order in Council authorizing certain work being executed outside the Bureau?
	7. If so, what are its provisions and what branch of the government is specially affected thereby?
	8. Are there any restrictions as to the use of embossed paper and envelopes by the different departments? If so, name them.
	9. What are the regulations in force with regard to cheques—as to paper, form, numbering, &c.
	10. What are the ordinary rates per square inch for the following:—Litho. engraving; Photo-engraving; Half-tones from photos; Line cuts from drawings?
	11. State price per ream for ordinary litho. headings (letter)?
	12. State price for embossing per ream?
	13. Give press work rates for maps for M.?
	14. Type now being made on the point system, give the designation in points of the following sizes of type:—Minion, Nonpareil, Small pica, Brevier, Long primer, Bourgeois and Pica?
	15. What is the subscription price per annum of the <i>Canada Gazette</i> ?
	16. What is the price per copy?
	17. What are the advertising rates per line for first and subsequent insertions?
	18. How many words count to the line?
	19. What size of type is used in the <i>Canada Gazette</i> —answer in point system?
	20. What is the smallest amount charged for an advertisement?
	21. How are the moneys received by the Department for subscriptions, advertising, sale of documents, etc., disposed of?
	22. How often are deposits required to be made

## SESSIONAL PAPER No. 31

23. How is the money provided to pay the wages of the employees, to purchase supplies, and to carry on the work of the Department generally ?

24. How is the department recouped for its various expenditures ?

25. Name the special appropriations voted in the supply bill for the use of the Department ?

26. How is the cost of the work executed at the Bureau arrived at ?

27. Give a short summary of the various matters attended to in the Accountants Branch of the Department by the combined staff ?

Values.

## DEPARTMENT OF AGRICULTURE—DUTIES OF OFFICE.

10	1. What subjects come under the administration of the Department of Agriculture ?
10	2. What is a Caveat ?
10	3. Is there any fee chargeable for a Caveat ?
10	4. How long is a Caveat valid ?
10	5. How long is the life or duration of a patent ?
10	6. Can this period be reduced ?
10	7. What rights does a patent confer upon a patentee ?
10	8. Within what time must a patentee begin to manufacture his invention ?
10	9. Can the department refuse to grant a patent ?
10	10. Are patents of invention assignable ?

100

## DUTIES—POST OFFICE DEPARTMENT.

Values.

## FOR SECRETARY'S BRANCH.

10	1. Into how many classes is Inland Postal correspondence divided ? Describe in general terms the contents of such class, and the rates of postage.
10	2. On what basis are the salaries and allowances of a country postmaster fixed ?
10	3. State briefly to what classes of correspondence the Postmaster General's exclusive privilege does and does not apply.
10	4. State the principal ends achieved by the Postal Union, and give the classification of correspondence under the Postal Union regulations with the rates of postage.
10	5. Mention the different schemes offered by the Post Office Department for the transmission of money, and state the special advantage of each.
10	6. Describe how non-accounting postmasters keep their offices supplied with stamps. How does the process differ from that employed by accounting postmasters ?
10	7. Under the Post Office Act what penalty is imposed (a) on a postmaster who converts post office funds to his own use ; (b) for attempting to pay postage with a previously used stamp.
10	8. A letter dated the 16th April, 1904, is received from John Jones, Warrimoo Post Office, Co. Peel, Ont., complaining of the management of the Warrimoo Post Office. Acknowledge the letter and take the necessary steps to ascertain the facts of the case.
10	9. An application has been made for a new post office. Write a letter to the Post Office Inspector of the district in which it would be located, if established, stating the points on which the Department would require information to enable it to deal with the merits of the application.
10	10. Under what circumstances may the Postmaster General refuse to give compensation for the loss of a letter insured by the Post Office Department ?

100

## DUTIES—POST OFFICE DEPARTMENT.

Values.	FOR SAVINGS BANK BRANCH.
10	1. Into how many classes is Inland Postal correspondence divided ? Describe in general terms the contents of each class, and the rates of postage.
10	2. On what basis are the salaries and allowances of a country postmaster fixed ?
10	3. State briefly to what classes of correspondence the Postmaster General's exclusive privilege does and does not apply.
10	4. State the principal ends achieved by the Postal Union, and give the classification of correspondence under the Postal Union regulations with the rates of postage.
10	5. Mention the different schemes offered by the Post Office Department for the transmission of money, and state the special advantages of each.
10	6. Describe how non-accounting postmasters keep their offices supplied with stamps. How does the process differ from that employed by Accounting Postmasters ?
10	7. Under the Post Office Act what penalty is imposed ? (a) on a Postmaster who converts Post Office funds to his own use. (b) for attempting to pay postage with a previously used stamp ?
10	8. Illustrate a depositor's ledger account by diagrams showing columns and headings, and enter following transactions : Deposits, January 15, 1899, \$75 ; March 20, 1899, \$60 ; May 10, 1900, \$100. Withdrawals : December 9, 1900, \$40 ; February 8, 1901, \$25 ; April 2, 1902, \$170 ; and interest to close account.
10	9. A opens an account in trust for B., a minor 5 years old. If either party dies under what conditions is payment made to the survivor ?
10	10. How is the total amount of withdrawal cheques issued during the month ascertained and verified ?
100	

## POST OFFICE DEPARTMENT—DUTIES.

*For Railway Mail Service Branch.*

Values.	
10	1. Into how many classes is Inland Postal correspondence divided ? Describe in general terms the contents of each class, and the rates of postage.
10	2. On what basis are the salaries and allowances of a country postmaster fixed ?
10	3. State briefly to what classes of correspondence the Postmaster General's exclusive privilege does and does not apply.
10	4. State the principal ends achieved by the Postal Union, and give the classification of correspondence under the Postal Union regulations with the rates of postage.
10	5. Mention the different schemes offered by the Post Office Department for the transmission of money, and state the special advantages of each.
10	6. Describe how non-accounting postmasters keep their offices supplied with stamps. How does the process differ from that employed by Accounting Postmasters ?
10	7. Under the Post Office Act what penalty is imposed (a) on a Postmaster who converts Post Office funds to his own use, (b) for attempting to pay postage with a previously used stamp ?

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10 8. What returns should the various Superintendents send regularly to the Controller's Office.

10 9. How are Mail Clerk's Weekly Reports dealt with and what information should they contain?

10 10. Enumerate the various R.P.O. routes under the supervision of each superintendent.

100

## DUTIES—POST OFFICE DEPARTMENT.

## Values.

*For Accountant's Branch.*

10 1. Into how many classes is Inland Postal correspondence divided? Describe in general terms the contents of each class, and the rates of postage.

10 2. On what basis are the salaries and allowances of a country postmaster fixed?

10 3. State briefly to what classes of correspondence the Postmaster General's exclusive privilege does and does not apply.

10 4. State the principal ends achieved by the Postal Union, and give the classification of correspondence under the Postal Union regulations with the rates of postage.

10 5. Mention the different schemes offered by the Post Office Department for the transmission of money, and state the special advantages of each.

10 6. Describe how non-accounting postmasters keep their offices supplied with stamps. How does the process differ from that employed by Accounting Postmasters?

10 7. Under the Post Office Act what penalty is imposed (a) on a Postmaster who converts Post Office funds to his own use, (b) for attempting to pay postage with a previously used stamp?

12 8. A Money Order for \$100 is sold at a Post office in Ontario where there is no bank on the spot:  
 (a.) State to what Bank the Postmaster remits the cash?  
 (b.) How the department learns that the amount has been sent?  
 (c.) How the amount is transferred to the Finance Department?  
 (d.) What proof the Department has that the Order was actually drawn for \$100?

10 9. Banks pay Money Orders which are pay-stamped by Postmasters and advance cash to Postmasters when instructed to do so by Inspectors. How do the Banks obtain repayment of such amounts and how does the department learn of such advances?

8 10. Describe the means taken by the Department at close of each quarter to ascertain if the whole amount of stamps issued by the Department to Postmasters during the quarter have been brought to account.

100

## DUTIES—POST OFFICE DEPARTMENT.

Value.

*For Third Class Clerks.*

10 1. Name (1) the several Branches of the Inside Service, (2) the several City Post Offices.

10 2. Give the postage rates (1) on a letter passing from Kingston to Vancouver, (2) on a letter posted in Hull for delivery from that office, (3) on a letter from Toronto to New York, (4) on a letter from Ottawa for London, England, and Paris, France.

10 3. After a letter has been deposited in the Post Office, whose property does it become?

10 4. How many Post Offices were there in the Dominion on the 30th January, 1903.

10 5. What are the various means provided by the Department for the safe transmission of money?

10 6. What is the maximum period for which a mail contract can be made under the Statute?

10 7. Write a letter describing the duties of your office.

10 8. For what reason are letters sent to the Dead Letter Office?

10 9. A registered letter containing \$5 is lost, and it is found that a Postmaster has failed to carry on the registration. What is the responsibility of the Postmaster?

10 10. Does the department place any restrictions upon the sale of postage stamps, if so, name them.

100

## DEPARTMENT OF RAILWAYS AND CANALS.

Values.

*Correspondence Branch.*

20 1. In order to the execution of certain canal works, a parcel of land has to be acquired. State briefly the several steps to be taken before the transaction is closed so far as the owner is concerned.

10 2. In the Session of 1903, authority was given for the grant of a subsidy for a railway. State what steps must be taken (a) before the subsidy is definitely granted, (b) before any portion of it can be paid.

10 3. A contract has been entered into, on the 19th of January, 1901, with Brown, Jones & Robinson for Section 10 of the Trent Canal, the work to be completed by the 1st of January, 1903. An extension of time is desired to complete it. The Chief Engineer advises that six months additional might be allowed. Draw up a Recommendation to Council granting it.

10 4. Supposing the contract had been made in 1899, would the above Recommendation be different? If so, in what way?

10 5. Name, in their order, the several canals, rivers and lakes between Fort William and Montreal.

10 6. A cow has been killed on the Intercolonial Railway. What steps must be taken before compensation can be paid to the owner?

10 7. Give the lock dimensions on the main canal route from Lake Superior to Montreal—and the size of vessels to be ordinarily accommodated. Also state to what extent, in exceptional cases, a larger vessel could, with manoeuvering, be passed.

5 8. A lawyer sends in his account for services and disbursements. What action is required in order to payment?

5 9. When a deed of property is obtained, what action is taken on it?

10 10. Indicate, in general terms, the nature of the several duties comprised in the work of the Department of Railways and Canals.

100

## SESSIONAL PAPER No. 31

## PROMOTION EXAMINATION.

Values.	DUTIES OF OFFICE—DEPARTMENT OF JUSTICE.
15	1. What are the duties of the Minister of Justice (a) as such ; (b) as Attorney General of Canada ?
15	2. How many branches or divisions of the public service are under the control of the Minister of Justice ?
10	3. What is the difference between the Register and the Docket ?
10	4. Explain the routine as to matters of litigation.
5	5. State briefly what takes place (a) on receipt of a request for advice from another department ; (b) on a report relating to the purchase or expropriation of land required for public works ?
5	6. Explain the procedure on a petition for clemency (a) in capital cases ; (b) in other cases.
5	7. What is the delay for report as to the allowance or disallowance of Acts of a provincial legislature ?
10	8. What federal and provincial judges are appointed by the Governor General in Council on the recommendation (a) of the Minister of Justice ; (b) of the Prime Minister ?

## PROMOTION EXAMINATION.

Value.	AUDITOR GENERAL'S OFFICE—DUTIES.
100	<p>2. Describe the particular points which were developed in the accounts and report to Parliament in connection with the Department on which you were engaged.</p> <p>2. Write a letter to a department calling attention to the main weaknesses which exist in vouchers, statements or other documents which reach your branch from a department.</p> <p>3. Give an abstract of the legislation which governs the expenditure or revenue with which you have to deal.</p> <p>4. Compare our method of reporting on accounts with those of Britain, France and the United States with regard to the effect in regularizing (1) the collection and expenditure of public moneys ; (2) in facilitating the acquisition of information by the student of public finance ; (3) by enabling the man of the people who can withdraw but a small part of his time from bread earning to easily understand where to find the information which is of interest to him.</p> <p>5. Give a brief account of the changes in the Audit Act which it is now contended by the office should be made and the reasons for making them.</p> <p>6. Describe the changes in contract forms and the alterations in the method of obtaining information which should be made so as to tend to be fair to the contractor and the country at the same time.</p> <p>7. Define in a general way the duties of a State which affect the forms of State outlay and give the general divisions of State outlay (with their subdivisions) conforming to these duties.</p> <p>8. What general principle should determine the classes of services and of expenditure to be assigned respectively to the Central Government and to Local authorities ?</p> <p>9. (a.) Mention objections to industries being carried on under the control of the state.</p> <p>(b.) Why has the postal business escaped the criticism which has been urged against other state-directed industries ?</p>

10. Describe briefly the financial policy adopted in Great Britain, the United States and France respectively with reference to railways.

11. (a.) Define Direct and Indirect Taxes.  
 (b.) Name the several kinds of taxes, classifying them as far as possible under the heads of direct or indirect taxes.

12. (a.) To what is the growth of the English public debt mainly due?  
 (b.) What different methods have been adopted for reducing the debt and interest charge?  
 (c.) To what is the failure to wipe out the debt attributable?

13. In a Budget, or statement of national finances, it is preferable to present the total amounts of revenue and expenditure, instead of merely the balances of the various expenses and receipts. Give reason for this view.

14. What principles should govern with regard to the use of supplementary estimates?

## DEPARTMENT OF MILITIA AND DEFENCE—CHIEF CLERK'S BRANCH (REGISTRY DIVISION.)

Values.	<i>Duties of Office.</i>
10	1. What is the procedure as regards addressing and signing correspondence between the Civil and Military Branches?
10	2. Name the different branches of the Department, stating, as regards the Military Branch, whether under the control or supervision of the General Officer Commanding.
10	3. What are the regulations governing the obtaining of "Secret" and "Confidential" files from the Central Registry?
10	4. A letter is received from a District Officer Commanding, reporting that a certain drill hall does not give adequate accommodation for the corps of the place; trace the course of this communication, stating by whom it would be handled from its receipt in the Department until marked "P.A."
10	5. What is the distribution of duties of the Registry Staff?
10	6. If a file marked "b.f." is not in the Central Registry on the date it is to be brought forward, what is done to ensure that it will be sent to the officer requiring it when it reaches the Registry?
10	7. What papers are exempt from registration, and what is done if correspondence arises in connection therewith?
10	8. What advantages are derived from the "b.f." system?
10	9. To whom are papers on the following subjects sent after being registered:— <ol style="list-style-type: none"> <li>A petition from the residents of Prince Albert, N.W.T. for the organization of a field battery.</li> <li>An application for examination for entrance to the Royal Military College.</li> <li>Claim for compensation for injury sustained by a militiaman during annual training.</li> <li>Application for additional drill hall accommodation.</li> <li>Confidential returns on officers of a corps.</li> <li>Requisition for ammunition from a civilian rifle association.</li> <li>Complaint from the District Officer Commanding that an officer commanding a corps refused to entrain his command at hour ordered.</li> </ol>
5	10. How are minutes on new subjects originating in the Department registered?
5	11. What official correspondence is not opened by the chief clerk?

## SESSIONAL PAPER No. 31

Values.	ADJUTANT GENERAL'S BRANCH.
5	1. Under what authority are commissions granted ?
5	2. State qualifications required for commissions. (1) In the Permanent Force. (2) In the Active Militia.
10	3. State what certificates are required to be held by officers of each rank of the service.
5	4. What certificates must subaltern officers or captains be in possession of before being eligible for appointment as Adjutant.
5	5. Under what conditions are subaltern officers, serving as Adjutants, entitled to promotion ?
5	6. State at what age officers of the different ranks will be placed on the Retired List.
5	7. State briefly regulations governing retention of rank by officers on retirement.
10	8. State briefly (1) What officers are eligible for appointment as Honorary A.D.C's. and as extra A.D.C's. to His Excellency the Governor General. (2) How is an Honorary A.D.C. distinguished from an extra A.D.C. when both are in attendance on His Excellency the Governor General.
10	9. State under what conditions brevet rank is granted to officers of different ranks of the Permanent Force.
5	10. Under what conditions are officers of the Militia entitled to be placed on the Reserve ?
5	11. State conditions under which appointment of Honorary Colonel or Honorary Lieutenant Colonel will be approved.
10	12. State concisely the different duties which you are called upon to perform as an employee of the Department.
5	13. To what Medical Officers are the ranks Surgeon Major and Major granted respectively ?
5	14. What documents accompany the request for the organization of a Cadet Corps, and the issue of Arms thereto by the Dept.
5	15. On promotion, appointment or retirement of an Officer Commanding a squadron, regiment, battery or company of a rural corps, what action is taken regarding the arms, equipment, clothing and other Government property for which the O.C. is responsible ?
5	16. On the proposal to organize, station, officer, arm and equip a unit of the Active Militia (not permanent), through how many branches of the Headquarters Staff, under provision of G.O. 159, 1903, are the necessary documents required to pass in order that the above may be promulgated in the <i>Canada Gazette</i> ? Name them.

Values.

## BOOK-KEEPING.

80

On December 31, 1895, the books of W. Jones & Co., were closed with the following balances :—

On the Dr. side of the Ledger :—

A. Simson .....	\$ 261 56
D. Wills .....	674 50
G. Hendry .....	431 91
Bank of Montreal .....	126 18

On the Cr. side of the Ledger :—

E. Archer .....	1,663 29
H. Carson .....	893 75
Office cash .....	76 06
Merchandise .....	5,020 00

On January 1, 1896, the books were re-opened, and the following transactions took place :—

1896.

Jan. 1. Bought of M. Andrews, goods .....	\$ 521 60
2. Accepted D. Wills draft, due January 23 .....	674 50
3. Sold H. Carson, merchandise .....	318 50
4. Sold N. Bowie " .....	523 12
4. Received from E. Archer his cheque for .....	1,632 50
Allowed E. Archer for discount .....	30 79
6. Received from H. Carson his acceptance at one month	1,000 00
7. Discounted H. Carson's acceptance with Fleming & Co. and received cash .....	995 75
8. Discount charged by Fleming & Co .....	4 25
9. Paid into Bank of Montreal .....	900 00
10. Consigned to F. Baker of Albany, on our account and risk, goods invoiced at .....	2,000 00
13. Paid cash for freight and charges an consignment to Albany .....	75 00
14. Bought of A. Simson, merchandise .....	284 54
15. Bought of G. Hendry, merchandise .....	507 50
18. Paid A. Simson by cheque .....	518 79
and received for discount .....	27 31
21. Accepted G. Hendry's draft, due February 21 .....	785 66
And remitted him our cheque .....	150 00
And received for discount .....	3 75
23. My acceptance to D. Wills, due this day, has been duly honoured .....	674 50
24. Paid Mr. Andrews by cheque on account .....	3 50
25. Paid cash for landlord for repairs to office .....	3 75
27. Sold M. Bowie, merchandise .....	616 50
28. Sold D. Willis, merchandise .....	342 14
29. Received of N. Bowie his cheque on account .....	750 00
30. Paid cash for one month's rent of office, \$40, less cash paid for repairs January 25 .....	36 25
31. Allowed M. Andrews for interest on his account .....	0 75
Clerk's salary due this day .....	50 00
Paid cash for postage, &c. .....	7 12

(1.) Journalise and post the above records in proper form.

(2.) Balance and close the ledger, showing the trial balance and opening a balance account. The merchandise on hand may be valued at \$3,250.

## SESSIONAL PAPER No. 31

20 (3.) Has the firm gained during the month, or has it lost? By how much?  
 (4.) Was the firm solvent on January 31, or insolvent? By how much?  
 Explain the following commercial terms :—Trial Balance, Gross Profits, Net Profits, Capital Account, Account Current, Account Sales, Invoice, Depreciation, f.o.b., e. & o.e.

## SPECIAL PROMOTION EXAMINATION.

(September 20, 1904.)

*For Mr. Bell.*

DUTIES—DEPARTMENT OF THE INTERIOR—CORRESPONDENCE REGISTRATION BRANCH.

Value.

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15 1. Explain the system of registration of Correspondence.  
 10 2. What Sections are set apart for School purposes? Name them and how they are disposed of.  
 10 3. What Branch or Branches of the Department deal with Hay Lands?  
 15 4. How many Land Agents are there under the Department, and give their Post Office addresses.  
 15 5. How many Registration divisions are under the Department, and give the addresses of the Registrars.  
 10 6. What sections belong to the Hudson Bay Company and how far west do they extend?  
 10 7. What is necessary to become a homesteader, and what are the requirements before a patent can be obtained?  
 15 8. How would you record and index an application for a Timber Limit, a Lease for a part of a School Section and an application for patent; all enclosed in the one letter, and to what Branches of the Department would you send them for action?  


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 100

## SPECIAL PROMOTION EXAMINATION.

(September 20, 1904.)

## DUTIES PAPER—DEPARTMENT OF THE INTERIOR.

Values.	<i>For Mr. Robertson.</i>
20	State briefly the routine regarding cash, &c., from the time it is received in the Department until it forms part of the revenue of the Government.
10	What are the suggestions laid down recently by the Treasury Board for safeguarding the issue of Letter of Credit cheques with a view of preventing fraud?
10	What course has to be pursued under executive regulations in regard to a lost Letter of Credit cheque?
10	Give a list of the fees received at head office for various purposes and how are they dealt with?
10	What action is necessary when an amount has to be returned to the remitter after it has been deposited to the credit of the Receiver General?
5	Is it obligatory for a Department to register letters containing cheques; if so, state authority for making it compulsory.
5	Can an officer of the Civil Service act as Attorney for the receipt of public moneys?
5	When refunds are made of balance of sums advanced from Civil Government Contingencies, how are they dealt with?
5	What regulation now exists respecting the promotion of Clerks in any Department of the public service who were in the service of the Government on the 1st of July, 1882?
20	State briefly the amendments to the Civil Service Act which came into operation on the 24th of October, 1903.
100	

## SESSIONAL PAPER No. 31

## No. 1.

## PRELIMINARY EXAMINATION.

## PENMANSHIP.

Tuesday, November 8, 1904 ; from 10.15 to 11 a.m.

(Candidates are required to observe the Regulations strictly.)

Value.

## THE USE OF CONCRETE.

60

The use of concrete has been beneficial not only in reducing the cost of the work, but in these times of labour troubles it has allowed the use of unskilled labour in the carrying on of the work, and has to a large extent rendered the contractors independent of the bricklayers and other classes of skilled labour. Under competent superintendence the forms can be set and the concrete placed in position with the cheapest kind of labour, and with a certainty of good work if the materials are properly manipulated.

The amount of concrete used in the execution of the Rapid Transit contracts above City Hall was about 600,000 cubic yards. More than a million barrels of cement was used ; every barrel was carefully tested, and it is probable that not a cubic foot of work in the whole system is of quality below the high standard of the specifications. No defects have been found.

This important work is typical of the present and the future of constructive engineering. Building will be cheapened by probably a third in the elements of cost included in masonry and brick work. As to durability, we have many classic models to warrant the expectation that who builds in cement, if he builds wisely, builds for posterity.

## No. 2.

## PRELIMINARY EXAMINATION.

## ORTHOGRAPHY.

Tuesday, November 8, 1904 ; from 11 a.m. to noon.

(Candidates are required to observe the Regulations strictly.)

*N.B.—Copy the following extract, correcting the errors in spelling. 2 marks will be deducted for every mis-spelled word in your copy.*

Value.

60

Edyoucashunl manuel traneing is an intirely diferant thing from Carpentry. The manuel traneing room is not a work shop wheir opperashuns are caryed on with a vew too the cumershul valyou of the artikles turned out. A Workshop is a money-makeing institooshun, wheras a roome for manuel traneing in conneckshun with a schule is for the traneing and developeing of the Children, with out regard to the intrinsic valyou of the Work turned out, or to the lenth of tyme rekwired to make enny partickler objeck. Manuel traneing is reelly a serious of exersizes so aranged as to have edyoucayshunl resultes. How is this traneing brot about? By workin at a Bench makeing simpel things in klay or card board or wood. It is a traneing in acuraisy, in abality to controle self and invironment, in expresshun

of thot, in deeds an in substenses rather then in langwage. Children cum from there ordnary subjecks and Studdies for won haf-day every weak an goe too the manuel traneing rume an hav won haf-days traneing their in drawing and in makeing things in wood. I taik thees too sampel things—a waidge an a spune—to ilustrait this. A boy will get a peace of wood and will be shone a waidge like that, (prodoocing smal waidge maid in klay.) Then he will get a lessen on how to maik a drawin of the waidge this way and this way and this way,—(pinting to the thre faices of the waidge.)

## No. 3.

## PRELIMINARY EXAMINATION.

## ARITHMETIC.

Tuesday, November 8, 1904 ; from 1.30 p.m. to 3 p.m.

Values.

*(Candidates are required to observe the Regulations strictly.)*

4

1. Write the following figures :—

- (a) Seventy thousand five hundred and seven.
- (b) Seven hundred thousand and seventy.
- (c) Three hundred and thirty thousand, three hundred.
- (d) Five hundred and seven thousand and nineteen.
- (e) Seven million seventy thousand and seventeen.
- (f) Eleven million eleven thousand and eleven.
- (g) Eight hundred million and eighty.
- (h) Thirteen million three hundred and one thousand one hundred and thirty.

5

2. Add together 79856, 98478, 67875, 87658 ; 77889 ; 87698 ; 68796, and 79865.

5

3. Take 7856493758 from 83742501437.

7

4. Multiply 75986978479 by 7.

10

5. Multiply 6785947505 by 9087.

7

6. Divide 137986458975 by 9.

10

7. Divide 678912345 by 789.

12

8. William Jones sells 738 lb. of cheese at 9 ct. a lb., and receives in part payment goods as follows :—

- 17 yd. of silk at \$1.87,
- 68 yd. of gray cotton at 9 ct.,
- 37 yd. of white cotton at 13 ct.,
- 7 pairs of gloves at 68 ct.,
- 19 lb. tea at 39 ct.,
- 17 lb. currants at 9 ct.,
- 9 lb. of raisins at 13 ct.,
- 27 lb. of rice at 9 ct.

60

The balance he received in cash. How much in cash does he receive ?

## SESSIONAL PAPER No. 31

## No. 5.

## QUALIFYING EXAMINATION.

## PENMANSHIP.

Wednesday, November 9, 1904 ; from 10 to 10.30 a.m.

*(Candidates are required to observe the Regulations strictly.)*

## Value.

## BIG GUN FIRING.

100

So heavy has become the concussion in connection with the firing of heavy ordnance in the navy that the subject of injury to the crews, who have to serve the big guns, is now receiving a good deal of attention. The increased charges of cordite in the new 12-inch gun sets up, when fired, a disturbance of vibration of the air that is abnormal, and which has most disquieting effects upon the personnel. Deafness has, of course, long been a result of heavy gun firing, but it is now said that every practice gun-firing of the large ships with heavy guns is a nervous ordeal against which very few men indeed are proof. To men inside the casemate or barbette, the breech concussion rarely damages the drum of the ear, but it often does produce distinct concussions of the skull, spinal column, and the larger joints, and gives rise to headache, tongue bites and general shock. The "blast" of the gun is, however, the most violent in its effects, and its radius of action is large. For instance, the effect of a shot may be severely felt on the bridge of a battleship, usually much above the level and some distance from the big guns of her main battery, as officer's caps are often sucked clean off by the effects of the vacuum caused by these heavy explosions.

## No. 6.

## QUALIFYING EXAMINATION.

## ENGLISH COMPOSITION.

Wednesday, November 9, 1904 ; from 10.30 a.m. to noon.

Values.

(Candidates are required to follow the Regulations strictly,)

18 1. Express in sentences of your own construction the following :—Every manual labourer may see something analogous to the art by which he earns his livelihood, operating among the natural objects by which he is surrounded. The sailor may discover the mysteries of his craft among marine animals.

14 2. Substitute other words for those printed in *Italics* in the following sentence, giving the same sense :—  
*Difficulty* is a *severe instruction* set over us by the *supreme ordinance* of a *parental guardian*. This *amicable conflict* with *difficulties* obliges us to an *intimate acquaintance* with our *object*, and compels us to *consider* it in all its *relations*.

8 3. Change the following compound sentences into complex :—  
 (a.) They proceeded, and the indication of approaching land seemed to be more certain.  
 (b.) Franklin made his discovery of the identity of lightning and electricity, but it was sneered at, and people asked, “of what use is it.”

20 4. Change the positions in the phrases or clauses in the following sentence in two different ways, expressing the same sense : When they saw that their masters were likely to gain the day, these men rushed from their places of concealment with such weapons as they could get, that they might have their share in the victory and in the spoils.

10 5. What are meant by Metonymy and Antithesis ? Give an example of each.

30 6. Write a letter of not fewer than 250 words on “The future of Canada.”

100

## No. 7.

## QUALIFYING EXAMINATION.

## ARITHMETIC.

Wednesday, 9th November, 1904 ; from 1.30 p.m. to 3.30 p.m.

*(Candidates are required to observe the Regulations strictly).*

*N.B.—The work of each question must be given in full : no marks will be given for answers only. No marks will be given to questions 1 and 2 that are not absolutely correct.*

Values.

10

1. Add both vertically and horizontally :—

Totals.

\$973.84	\$698.75	\$786.89	\$698.74	\$896.59	.....
689.57	875.84	878.65	875.93	675.94	.....
876.98	968.37	785.94	769.48	859.73	.....
768.76	784.98	857.96	678.57	685.49	.....
779.85	687.54	795.48	787.69	769.37	.....
695.78	856.75	968.75	657.87	888.88	.....

8

Multiply 6798576986976 by 8005097.

10

3. Make out and receipt a bill for the following :—Amos Rowe bought of Alfred E. Springer on 8th Nov., 1904,  $17\frac{1}{2}$  yd. of silk at \$1.87 $\frac{1}{2}$ , 67 $\frac{1}{2}$  yd. gray cotton at  $8\frac{1}{2}$  ct.,  $37\frac{1}{2}$  yd. of white cotton at  $12\frac{1}{2}$  c.,  $27\frac{3}{4}$  yd. of linen at  $37\frac{1}{2}$  ct.,  $7\frac{3}{4}$  yd. of lace at  $87\frac{1}{2}$  ct.,  $47\frac{1}{4}$  yd. of flannel at  $47\frac{1}{2}$  ct.,  $17\frac{1}{4}$  yd. of silesia at  $14\frac{1}{2}$  ct., and  $17\frac{1}{2}$  yd. of ribbon at  $27\frac{1}{4}$  ct.

*(It will do to compute the price of each item to the nearest cent).*

10

4. A farmer exchanges  $3\frac{3}{8}$  tons of wheat at  $94\frac{1}{2}$  ct. a bushel for coal at \$8.20 a ton. How many tons of coal does he get?

10

5. Divide \$500 among A., B. and C., so that A. may have \$50 more than B. and twice as much as C.

12

6. Three men can dig a drain in 8 days. They work at it for 5 days, when one of them falls ill and the other two finish the work in 5 days more. How much of the work did the first man do before he fell ill?

12

7. A man pays \$38.25 income tax on his salary. What is his total salary if \$1,000 is exempt from taxation and a rate of  $2\frac{1}{8}$  per cent is levied on the remainder?

16

8. A merchant bought a bankrupt stock at 56 cents on the \$1 of invoice price, which was \$12,400. He sold half the stock at 15 per cent advance on invoice prices, two-thirds of the remainder at 25 per cent below invoice prices, and the balance at 45 per cent of invoice prices. His expenses were 25 per cent of his investment. Find his net gain and his rate of gain per cent on the total of investment and expenses.

12

9. On the 1st March, 1904, a merchant bought goods amounting at catalogue prices to \$4,800 off which, however, he was allowed successive discounts of 25 per cent and  $7\frac{1}{2}$  per cent. The account is payable in 60 days after which time interest is to be charged at  $7\frac{1}{2}$  per cent per annum. On the 1st June, 1904, the merchant paid \$2,300 on the account. How much is due on 1st August, 1904?

100

## No. 8.

## QUALIFYING EXAMINATION.

## GEOGRAPHY.

Values.

Wednesday, Nov. 9, 1904; from 3.30 to 4.30 p.m.

10 1. Name the islands that lie on the coast of British Columbia? What are the rivers and mines of that Province? Indicate, in a precise manner, the situation of Peace River and Port Simpson?

10 2. What are the territories of Canada? Name their capitals or principal towns.

10 3. Where are Port Arthur (in Canada) and Sault Ste. Marie? Name the principal cities and towns to be found on the shores of Lakes Ontario and Erie; and also on the north shore of the St. Lawrence, west of the Province of Quebec?

10 4. Where are Lakes Abitibi and Mistassini, and the Albany River?

10 5. Name the principal railways of the Province of Quebec; also its lakes and mountains? What are the principal industries of that Province?

20 6. What are the principal oceanic ports of Nova Scotia and New Brunswick? What was the name of Cape Breton under the French regime? What famous stronghold was built on that island, and where was it situated? Name the State of the American union which divides parts of the district of Quebec from New Brunswick? What are the straits which separate the mainland from Prince Edward Island and Cape Breton?

10 7. What are the great seaports of the United States on the Atlantic, the Pacific ocean and the Gulf of Mexico?

10 8. What are the populations (approximately) of Russia and Japan? What is the length of the railway between Russia and Manchuria, and what is its name?

10 9. It has been reported lately that the Baltic Russian fleet would go to Japan. What route would it follow to reach its destination?

100

## SESSIONAL PAPER No. 31

## No. 9.

## QUALIFYING EXAMINATION.

## HISTORY.

Thursday Nov. 10, from 9.30 to 10.30.

*(Candidates are required to observe the Regulations strictly.)*

Values.

## HISTORY OF GREAT BRITAIN.

30

1. On what occasion was the title of Prince of Wales first conferred on the eldest son of the King of England?
2. Give a summary of what you know of King Edward III, the Black Prince, Queen Elizabeth and Mary Stuart.
3. How many invasions of England were there? Name them.

## HISTORY OF FRANCE.

30

4. Who was the first King of the House of Bourbon?
5. What King reigned in France at the time Champlain sailed for Canada?
6. Give in a few words what you know of Louis IX. (St. Louis), and of Louis XIII.?

## HISTORY OF CANADA.

40

7. What religious Orders settled in Canada under the French regime?
8. Write out what you know of de Reberval and de Tracy.
9. Who succeeded Monseigneur de Laval as Bishop of Canada?
10. Who was the first Lieutenant-Governor of Upper Canada, and what important political event took place under his administration?
11. In what year did an insurrection break out in Upper Canada, and who was its leader?

100

## No. 10.

## QUALIFYING EXAMINATION.

## ENGLISH GRAMMAR.

Thursday, November 10, 1904; from 10.30 a.m. to noon.

Values.

*(Candidates are required to observe the Regulations strictly.)*

8	1. What is meant by reflexive pronouns? Give two examples.
4	2. Double comparatives and superlatives should not be used. Give an example of each of these.
20	3. Give the past tense and past participle of the following verbs:— Blow, shake, sit, give, eat, chide, bear (carry), bear (to bring forth), sing, write.
6	4. Give examples of adjectives compounded of a noun and noun, and of an adjective and noun.
15	5. Show wherein the following sentences are wrong. Correct them:— (a.) Prudence and not pomp, as every one must acknowledge, are the basis of fame. (b.) The King with the lords and the commons compose the British Parliament. We pervert the noble faculty of speech when we use it to the defaming or to disquiet our neighbours. (c.) The first proposal was essentially different and inferior to the second. (d.) At this stage of advancement, there is little difficulty in one's understanding the passive and neuter verbs.
20	6. Define a preposition. Sometimes they have a partitive meaning, at other times an adjective meaning. Give an example of each.
9	7. Distinguish between a clause and a phrase. Give an example of a noun clause.
18	8. Parse the following:— Derivation is a species of Etymology, which explains the various methods by which those derivative words, which are not formed by mere grammatical inflexion, are deduced from their primitives.

100

## No. 11.

## QUALIFYING EXAMINATION.

## ORTHOGRAPHY.

Thursday, November 10, 1904; from 1.30 p.m. to 2.30 p.m.

*(Candidates are required to observe the regulations strictly.)*

*N.B.—Copy the following extract, correcting the errors in spelling; 5 marks will be deducted for every mis-spelling word in your copy.*

Value.

100

In sum Countrys the large Cities absorbe the welth and fashun of the Nashun; they are the onely fixed aboads of illegant an intelegent sosiety, and the Country is enhabbited allmoast intirely by boorish pessentry.. In ingland, on the contrairie, the Metropolice is a meer gathringplaice or generel rendevoo of the polite Classes whair they devoat a small portion of the ear to a hurrey of gaeity and dissapashun and haveing endullged this carnevale, return agen to the apairantly moar cangeenyal habbits of roorel life. The varius orders of Sossiety are theirfor defused over the hole Surfase of the Kingdum and the moast retyred nayborhudes afford spesimans of the diferant ranks. The inglisch in fackt are strongly giffted with the rurel fealing. They posess a kwick sencebility to the Beuties of nayture an a kean rellish for the plesshures and imploiements of the Country. This pashun seams enheerant in them, Even the Inhabbitents of Sitties borne and brot up amung brick wals and busseling Streets enter with facilitie into roorel habbits an evinse a turn for roorel ocupayshuns. The merchant has his snugg retreat in the visinity of the Cappital where he often desplais as mutch pried and zeele in the kultevayshun of his flour-garden an the maturering of his froots as he dus in the conduced of his business and the Succes of his cummershal interprizes. Even those less fortuneit Indevidyoualls hoo are doomed too pass there lives in the midst of din and trafick contrive to have sumthing that shal remined them off the green aspect of natur. In moast dark and dingey kwarters of the Sity, the Drawing-room windoe ressembeles freekwently a Bank of flours, every spot capeible of vegetaishun has its gras-plot and flour-bed layed out with picturesk taist an gleeming with refreshing verdyour.

## No. 12.

## QUALIFYING EXAMINATION.

## TRANSCRIPTION.

Thursday, November 10, 1904 ; from 2.30 p.m. to 3.30 p.m.

Value.

*(Candidates are required to observe the Regulations strictly.)*

100

N.B.—The candidate is required to make a neat, clean and correct copy of the manuscript handed to him with this slip. The words scored through are to be omitted and the interlineations and the marginal and other additions are to be inserted in their proper places as indicated. All change or corrections, other than those marked in the manuscript, *will be counted as errors.*

This paper was a rough draft in manuscript, which was submitted to the candidates lithographed. It cannot, of course, be reproduced here.

## No. 13.

## QUALIFYING EXAMINATION.

## TYPEWRITING.

*(Candidates are required to observe the Regulations strictly.)*

Five minutes are allowed for this subject ; at the end of five minutes the Examiner will take up the copy finished or unfinished.

N.B.—This subject may be taken up at any time, to be arranged by the Examiner, but it must not be allowed to interfere with the time assigned to the other subjects.

Value.

## RAILWAY CASUALTIES.

100

The frightful epidemic of railway disasters which is upon us just now, has brought the question to the editor's desk, as to what, in the wrecked train itself, is the most fruitful cause of fatalities. After several years' careful study of this question, we do not hesitate to say that in head-on collisions, where the wrecked train is made up of light day coaches and massive Pullman cars, it is the Pullmans that are chiefly responsible for the maiming and killing. In saying this, we are not forgetful that a few months ago, we commented editorially on the fact that the Pullman company had been able to boast of an extraordinarily small list of fatalities to Pullman passengers, during a period that had been more than usually fruitful to railroad disasters ; for it is the very element of weight and strength, in the Pullman cars, that renders them at once a protection to those who travel in them and a menace to those who do not, but take passage in the more lightly constructed day coaches that are so frequently interposed between the engine and the Pullman cars. This remark, it must be understood, applies only to the case of head-on collisions. In the case of rear collisions, the Pullman cars are just as much a protection to the day coaches as they are a menace in head-on collisions ; for in rear collisions the inertia of the Pullmans serves to absorb a large amount of the energy of the colliding train, although their enormous stiffness makes it certain that the residue of the striking energy will be transmitted in full to the day coaches ahead.

## No. 14.

*Optional Subjects.*

## BOOK-KEEPING.

Friday, November 11, 1904; from 9.30 a.m. to 12.30 p.m.

Value. | (*Candidates are required to observe the regulations strictly.*)

100 | Robert Hodgins and Fred. Burns, coal merchants, dissolve partnership on Feb. 13, 1904, on the following terms:—Each partner is to be credited with interest on his capital at the rate of 6 p.c. per annum from January 1, 1904, and debited with interest on his drawings at same rate; the balance of net profit is to be equally divided. You are required to journalise and post their transactions from the following notes, and to ascertain the amount of capital of the respective partners at the time of dissolution. A profit and loss account and a balance sheet are necessary.

On January 1, 1904, Robert Hodgins had \$11,859.41 capital, and Frederick Burns had \$10,127.61.

They had a stock of coals on hand amounting to..... \$ 14,238 68  
On consignment to W. Jamieson, in Bathurst,—coals at cost

price..... 2,255 87  
They owned railway cars, horses and carts worth..... 6,499 50  
They had cash at Bank of Montreal..... 4,381 18  
" in office..... 370 92

They held bills receivable:—

No. 48, V. Grier .....	246 87
" 49, S. Boone .....	139 16
" 50, Geo. Ives.....	642 50

Their debtors on open accounts were:—

Thos. Rogers.....	637 37
James Wilson.....	393 75
Nath. Stalker.....	547 50
Sundry persons .....	2,006 41

They owed to the N. S. Mining Co.....	3,622 39
" " Intercolonial Railway.....	928 77
" " Oliver Smith .....	4,880 58

They had given bills (then current) to:—

Williams & Long (No. 127).....	431 20
Carson & Co. .....	509 75

1904.

Jan. 2. Sold N. Stalker, for cash, 50 tons B. coal at \$4.38.....	219 00
" 4. Received from N. Stalker on account further cheque...	375 00
" 5. Paid wages.....	160 37
" 7. Bought of the N. S. Mining Co., 200 tons coal @ \$2.50, acceptance at 2 months.....	500 00
" 7. Paid Intercolonial Ry. charges by cheque.....	225 00
" 9. Paid Carson & Co.'s bill (No. 128).....	509 75
" 11. Shipped on consignment to W. Jamieson, Bathurst, 500 tons coal @ \$3.88.....	1,940 00
Paid cash, shipping cheques, freight and insurance.....	206 25
" 11. Received of Thos. Rogers, cheque.....	625 00
Allowed him discount .....	12 37

4-5 EDWARD VII., A. 1905

Jan.	12.	Paid takes and sundry expenses, cash.....	25 31
"	13.	Sold George Ives 300 tons coal @ \$5.25.....	1,575 00
"	13.	Received his cheque.....	500 00
"	13.	" acceptance at 2 months .....	1,075 00
"	15.	Received of W. Jamieson, Bathurst, account sales with sight draft ; total sales .....	\$ 2,915 39
		Less his commission.....	121 27
			2,794 12
"	16.	Paid Williams & Long's acceptance (No. 127) .....	431 20
"	18.	Sold Robt. Kane 140 tons coal at \$5.63.....	788 20
"	18.	Received his cheque, less $2\frac{1}{2}$ p.c. discount allowed.....	768 50
"	18.	Received cash, sundry debts collected.....	563 41
"	19.	Received cash, sundry local sales.....	226 87
"	19.	Paid wages .....	120 43
"	21.	Paid N. S. Mining Co., on account.....	2,500 00
"	21.	" Intercolonial Railway on account.....	686 16
"	23.	Received of W. Jamieson, Bathurst, sight draft and account sales, closing consignment account.....	\$ 2,039 00
		Less his commission.....	96 12
			1,942 88
"	25.	Bought of Oliver Smith 18 new coal cars @ \$200 for bill at 3 months.....	3,600 00
"	26.	Received cash, sundry accounts collected.....	372 50
"	26.	Received cash, local sales.....	90 39
"	26.	Deposited in Bank of Montreal .....	825 00
"	27.	Accepted and received of James Wilson, composition of 50cts. on the \$1 in full discharge.....	196 87
"	28.	Sold N. Stalker 500 tons coal @ \$5.12 $\frac{1}{2}$ for his bill at 2 months .....	2,562 50
"	28.	Received payment of V. Grier's bill (No. 48).....	246 87
"	29.	Paid water rates.....	18 91
"	30.	Paid rent of coal wharf.....	51 87
"	30.	Sold Thos. Rogers 180 tons coal @ \$5.25 .....	945 00
"	30.	Received his cheque on account.....	525 00
Feb.	1.	Robert Hodgins drew out.....	1,000 00
"	1.	Fred. Burns drew out.....	1,000 00
"	1.	Received cash, proceeds of local sales.....	106 87
"	2.	Paid wages .....	140 39
"	2.	Sold Robt. Kane for 3 months bill, 300 tons coal @ \$4.37 $\frac{1}{2}$ .....	1,312 50
"	3.	Received cash, sundry amounts collected.....	143 93
"	4.	Bought of Oliver Smith, 400 tons coal @ \$3.00 .....	1,200 00
"	4.	Paid him cheque on account.....	4,500 00
"	5.	Received of S. Boone, payment of bill (No. 49) .....	139 16
"	8.	Sold Robt. Kane, 150 tons coal @ \$5.00 for his acceptance at 2 months .....	750 00
"	9.	Received from bank Geo. Ives' bill (No. 50) dishonoured. Charges debited thereon.....	642 50
"	10.	Sold Thos. Rogers 250 tons coal @ \$4.50, for sight cheque.....	1,125 00
"	12.	Received of Geo Ives cash for bill and charges.....	648 75
"	13.	On this date the partnership was dissolved. The stock-in-trade was valued at \$6,306.43. Depreciation was written off the horses, carts and railway cars, \$367.50. Interest had accrued on each partner's capital since Jan. 1, less the interest on their drawings on Feb. 1.	6 25

## SESSIONAL PAPER No. 31

## No. 15.

## QUALIFYING EXAMINATION.

*Optional Subject.*

## STENOGRAPHY.

*(Candidates are required to observe the Regulations strictly.)*

NOTE.—The Examiner will read the conditions, and also the matter to be written, before proceeding to the trial, so that the candidates may have a clear apprehension of what they have to do. When all are ready he will read the matter over distinctly in exactly five minutes, which will be at the rate of 50 words per minute. If any fail to keep up with the reading, they will necessarily drop out.

## CONDITIONS.

Half an hour will be allowed for the extension of the notes, and the candidates who produce perfect transcripts will be awarded 100 marks. For every word omitted and for any wrong word introduced 5 marks will be deducted from the 100, and no account will be taken of exercises short-written to the extent of 12 words. The short-hand notes should be attached to the candidate's transcript.

## AN INTERESTING EXHIBITION.

## FOREIGN COMPETITION IN THE COLONIES.

The exhibition of specimens of goods of foreign origin imported into the colonies was opened on Monday in the rooms of the London Chamber of Commerce. Although the intention of the Colonial Office was that such information as might be forwarded in answer to Mr. Chamberlain's despatch of last November should be accompanied, in the case of the samples sent to England, by explicit explanations of the grounds on which British exports are being displaced by foreign goods, this request has not in all cases been complied with, although in the case of Trinidad ample details have been given, and interesting statements made in reference to the reasons why Britain has been losing ground in her competition with other nations. Trinidad sends a comprehensive selection of the articles sent to that part of the West Indies from different parts of the world. It would appear from what is set forth by the authorities of that place that the importation of clothing from Germany and France is equal to 75 per cent of the whole, British made articles belonging to this category being too heavy for the climate and too costly. The trade in piece goods is said to be

## NEARLY WHOLLY BRITISH :

but in the case of china and earthenware, although the superiority of British products is generally admitted, the wares are described as "too good for the market." In regard to furniture, British goods are regarded as holding the palm, but are considered to be too massive and expensive, and too liable to the attacks of tropical insects to command much favour. Great Britain is popular with reference to the better class of cutlery, although Germany has a preponderance in the cheaper goods.

## SPECIAL ENTRANCE EXAMINATIONS AT ST. JOHN, N.B.

*(Authorized by Order in Council, dated November 23, 1904).*

## No. 1.

## PRELIMINARY EXAMINATION.

## PENMANSHIP.

Tuesday, November 22, 1904; from 10.15 to 11 a.m.

*(Candidates are required to observe the Regulations strictly.)*

Value.

## THE USE OF CONCRETE.

100

The use of concrete has been beneficial not only in reducing the cost of the work, but in these times of labour troubles it has allowed the use of unskilled labour in the carrying on of the work, and has to a large extent rendered the contractors independent of the bricklayers and other classes of skilled labour. Under competent superintendence the forms can be set and the concrete placed in position with the cheapest kind of labour, and with a certainty of good work if the materials are properly manipulated.

The amount of concrete used in the execution of the Rapid Transit contracts above City Hall was about 600,000 cubic yards. More than a million barrels of cement was used; every barrel was carefully tested, and it is probable that not a cubic foot of work in the whole system is of quality below the high standard of the specifications. No defects have been found.

This important work is typical of the present and the future of constructive engineering. Building will be cheapened by probably a third in the elements of cost included in masonry and brick work. As to durability, we have many classic models to warrant the expectation that who builds in cement, if he builds wisely, builds for posterity.

## SESSIONAL PAPER No. 31

## No. 2.

## PRELIMINARY EXAMINATION.

## ORTHOGRAPHY.

Tuesday, November 22, 1904 ; from 11 a.m. to noon.

*N.B.—Copy the following extract, correcting the errors in the spelling (which have been purposely introduced) ; 3 marks will be deducted for every mistake.*

Value.	<i>(Candidates are required to observe the regulations strictly.)</i>
60	<p>The reall discoverer of Canada was Jacques Cartier, a natif of St. Malo, in Britanny. On the 20th of Aprill 1534 he saled from that porte with twoo small vessells of aboute sixtey tuns eech, and a cumpany in awl of one hundred and twenty too men. In twenty days he reeched the cost of Newfoundland, where he was detaned ten dayes by the ise. Saling throogh the strayes of Belle Isle he skanned the barron cost of Labrador, and turning south-westward, passed the Magdalen Islands, abounding in burds, flours and berreas. On a butiful daye in July he entered the large baye to witch on account of the greate heat he gave the name of Des Chaleurs. Landing at the rockey hedland of Gaspe he erekcted a large cros bearing the Lilly shieild of France, and tooke possecion of the contry in the naim of his Soverein Francis 1st. Takin with him too of the natifs, from whom he learned the ecsistence of a grate river, he saled up the golf of St Lawrence til he coold sea the land on either side. The season being laite he resolved to return, postponing further ecsplorations til the folowin sommer.</p>

## No. 3.

## PRELIMINARY EXAMINATION,

## ARITHMETIC.

Tuesday, November 23, 1904 ; from 1.30 to 3.30 p.m.

NOTE.—The work of each question must be fully given.

Values.	<i>(Candidates are required to observe the regulations strictly.)</i>
8	1. Write down in figures, twenty thousand five hundred and eight, and one million two hundred and one thousand and three.
8	2. Add the following :—244658, 492327, 635425, 321465, 732829, 376731, 935746, 847963, 745143, 234561, 746874, 934746.
8	3. Subtract 567,456,678,041,081,329 from 743,219,130,471,985,075.
12	4. Multiply 9426758 by 769.
18	5. Divide 4530275647 by 7, and 1234567890457 by 479.
6	6. What must be added to seven thousand one hundred and seven to make half a million.
60	

## No. 5.

## QUALIFYING EXAMINATION.

## PENMANSHIP.

Wednesday, November 23, 1904 ; from 10 to 10.30 a.m.

*(Candidates are required to observe the Regulations strictly.)*

Value. 1

## BIG GUN FIRING.

100 | So heavy has become the concussion in connection with the firing of heavy ordnance in the navy that the subject of injury to the crews, who have to serve the big guns, is now receiving a good deal of attention. The increased charges of cordite in the new 12-inch gun sets up, when fired, a disturbance of vibration of the air that is abnormal, and which has most disquieting effects upon the personnel. Deafness has, of course, long been a result of heavy gun firing, but it is now said that every practice gun-firing of the large ships with heavy guns is a nervous ordeal against which very few men indeed are proof. To men inside the casemate or barbette, the breech concussion rarely damages the drum of the ear, but it often does produce distinct concussions of the skull, spinal column, and the larger joints, and gives rise to headache, tongue bites and general shock. The "blast" of the gun, is, however, the most violent in its effects, and its radius of action is large. For instance, the effect of a shot may be severely felt on the bridge of a battleship, usually much above the level and some distance from the big guns of her main battery, as officers' caps are often sucked clean off by the effects of the vacuum caused by these heavy explosions.

## No. 6.

## QUALIFYING EXAMINATION.

## ENGLISH COMPOSITION.

Wednesday, 23rd November, 1904, from 10.30 to Noon.

Values.

*(Candidates are required to observe the Regulations strictly.)*

12 1. Write a complex sentence containing (1) a noun clause, (2) an adjective clause, (3) an adverbial clause, and (4) an adverbial clause of cause.

12 2. Distinguish between the direct and indirect form of speech. Change the following from the direct to the indirect: "I will carry with me, said Mr. O'Connell, to my own country the recollection of this splendid scene. Where is the man that can resist the argument of this day? I go to my native land under its influence; and, let me remind you that land has this glory, that no slave ship was ever launched from any of its numerous ports. I will gladly join any party to do good to the poor negro slaves."

21 3. Show what is wrong in the following sentences and correct them:—  
 (a) I owe thee a heavy debt and will you not allow me to repay it?  
 (b) He said that he could make as much money as he has.  
 (c) I have not seen him, and I am not likely to.  
 (d) He said that he confided in and respected the poor.  
 (e) I shall commence by premising with a few observations.  
 (f) Some of our principal school have each a grammar of their own.  
 (g) They would neither go themselves to St. John, nor allowed others to go.

24 4. What are meant by figures of orthography, of etymology, of syntax and of rhetoric? Give an example of each.

10 5. Sometimes the word analogy has the preposition between at other times the prepositions to or with accompany it, explain the difference in those cases. Give an example of each.

21 6. Write a letter of not less than 250 words on "Canadian winters."

100

## No. 7.

## QUALIFYING EXAMINATION.

## ARITHMETIC.

Wednesday, November 23, 1904, from 1.30 to 3.30 p.m.

Values.

*(Candidates are required to observe the regulations strictly,)*

10 1. Simplify 
$$\frac{4\frac{5}{6}}{6\frac{1}{2}} \times \frac{3\frac{1}{2}}{2\frac{1}{3}} - \frac{5\frac{1}{8}}{1\frac{2}{7}} + \frac{1\frac{1}{5}}{1\frac{3}{5}}$$

10 2. The cost of a quantity of oranges at 40c. per dozen, and lemons at 15c. per dozen was \$21.30. The total cost of the oranges was 30c. more than that of the lemons. How many of each were bought?

10 3. A plot of ground 80 ft long and 66 ft. wide is surrounded by a stone wall 9 ft. high and 2 ft. thick. How many cubic feet of stone are in the wall?

10 4. At 20 cents per square yard, find the cost of plastering the walls and ceiling of a room 30 ft. long, 24 ft. wide and 12 ft high, allowing for 4 doors each (6 ft. 9 in. x 4 ft.) and 6 windows each (6 ft. x 4 ft. 6 in.)

10 5. If a cubic foot of water weighs 1,000 ozs. and a gallon of water weighs 10 lbs., how many gallons will be required to fill a rectangular cistern 10 ft. long, 8 ft. wide and 6 ft. deep?

10 6. A sidewalk 6 ft. wide, and constructed of 3 inch plank, surrounds a rectangular plot 150 yds. long, and 90 yds. wide. Find the cost of the plank at \$15 per M.

10 7. A man can dig 60 bushels of potatoes in a day, and he can pick 45 bushels in a day. At that rate how many bushels can he dig and pick in 6 days?

10 8. A dealer bought a car-load of horses for \$3,750, and sold part of them at \$120 each for \$2,400, losing \$100 on those sold. At what price each must he sell the rest in order to make a total gain of \$200?

10 9. In a factory there are 264 men, women and boys. Find the number of each if there are  $33\frac{1}{3}$  per cent more women than boys and 25 per cent more men than women.

10 10. On May 21, 1901, Brown borrowed \$587, agreeing to pay simple interest thereon at the rate of  $5\frac{1}{2}$  per cent per annum. What amount will he require to settle his account on October 14, 1903?

## SESSIONAL PAPER No. 31

## No. 8.

## QUALIFYING EXAMINATION.

## GEOGRAPHY.

Wednesday, November 23, 1904 ; from 3.30 to 4.30 p.m.

Value.	
100	<i>(Candidaies are required to observe the regulatiions strictly.)</i>
5	1. Name the cities of Canada numbering over 50,000 inhabitants.
5	2. Name the chief ports of Canada, East and West
5	3. Name the principal rivers of Manitoba and the North-west Territories.
5	4. State the route a vessel will have to follow from Halifax to British Columbia.
10	5. What are the principal islands in the Gulf of St. Lawrence, also those in the Pacific Ocean, west of British Columbia, belonging to that province ?
10	6. Name four of the largest rivers, and six of the principal cities in the United States.
15	7. Name the different countries in Europe and their capital.
10	8. What are the dependencies of Great Britain in Oceana ?
5	9. State what seas are united by the Suez Canal ?
10	10. Name three of the chief cities in England, three in Ireland and three in Scotland.
10	11. Define the geographical terms, longitude, latitude, zodiac and meridian.
10	12. What is the circumference of the earth, and what also its diameter expressed in miles.
100	

## No. 9.

## QUALIFYING EXAMINATION.

## HISTORY.

Thursday, November 24, 1904 ; from 9.30 to 10.30 a.m.

*(Candidates are required to observe the regulations strictly.)*

Values.	GREAT BRITAIN.
30	<ol style="list-style-type: none"> <li>1. How did King John, after signing Magna Charta, observe its provisions ? Give also your conceptions of his general character.</li> <li>2. How and when was the electorate of Hanover annexed to the British Crown ? When did it cease to be one of its dependencies, and why ?</li> <li>3. British India advanced to great importance under the government of a large Commercial Company, and several persons rose into note by services, military and civil. Give the name of the company, and state what its powers were, and what business it carried on. Then name four of the men who attained eminence, and if you can, describe the nature of their services.</li> </ol>

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4. Give some account of the Indian Revolt in 1857, and show how and by whom it was suppressed.

5. Explain the causes of the Crimean war, name the parties to it, and state its results.

## FRANCE.

30 | 6. Explain what is meant by the wars of the Fronde.

7. Name some of the great men who flourished during the long reign of Louis 14th, viz. : generals, statesmen, poets, painters and preachers.

8. Who were Turgot, Necker and Madame de Staél ? Give a brief notice of each.

## CANADA.

40 | 9. How many voyages did Jacques Cartier make to Canada ? Give the date of the first, and say how far up the St. Lawrence he came ; also how far the second time. What purposes besides the discovery of new lands were these expeditions expected to subserve ?

10. Were there any attempts on the part of the revolted British American Colonies during the war of Independence to conquer Canada ? If so, state what you know of them.

11. Name the Canadian Commanders who during that war, and also during the war of 1812, especially distinguished themselves and specify some of their achievements.

100

## No. 10.

## QUALIFYING EXAMINATION.

## ENGLISH GRAMMAR.

Thursday, November 24, 1904, from 10.30 to noon.

Values.

*(Candidates are required to observe the regulations strictly.)*

6 | 1. Define common, collective and abstract nouns. Give an example of each.

8 | 2. Sometimes nouns are used adverbially. Give two examples.

12 | 3. Suffixes in en, kin, rel and ling frequently form diminutives. Give an example of each.

12 | 4. Give an example of relative, indefinite and distributive pronouns.

10 | 5. Give the comparative and superlative of the following : hard, wisely, well, nigh, forth, late, bad, old, late and far.

10 | 6. Give the past tense and past participle of blow, ride, shake, speak, choose, burst, slit, kneel, come and strike.

9 | 7. Distinguish between a substantive, an adjective and an adverbial clause. Give an example of each.

6 | 8. Sometimes a plural verb cannot be attached to two subjects in the singular when connected by certain conjunctions. Mention these conjunctions and give an example of each.

6 | 9. Give the adjective or noun from which the following abstract nouns are derived, height, depth, strength, amplitude, pity and brevity.

21 | 10. Parse the following :—Nouns occurring in adverbial phrases, and not governed by prepositions are parsed as being in the adverbial objective case, except those in the absolute construction which are parsed as being in the nominative absolute.

100

## SESSIONAL PAPER No. 31

## No. 11.

## QUALIFYING EXAMINATION.

## ORTHOGRAPHY.

Thursday, November 24, 1904, from 1.30 to 2.30 p.m.

Value. Copy the following extract, correcting the errors in spelling; 5 marks will be deducted for every mis-spelled word in your copy.

100 A histry of sope wold be very interresting. Who invanted sope? When and were did it furst come intoo comon use? How did our remoat ancestars wash themselfes befoar soap was invanted? These are historical questions that naturely arise at first contimplation of the subjec; but as far as wee ar awere, historians have faled too answer them. We reed a grate deel in ancient histries about anointing oil and the yuse of varios kosmettis for the skane, but nothing about sope.

These ancients must have been verry greesy people, and I suspect that thay washed themselfs prety neerly in the same wey as moddern enjine drivers kleen there finngers, by wipen of the isle with a bit of koton waist.

A grate many kurios things were found berried under the sinders of Vesouvious and Pompayi, and sealed up in lava that flood over Herculanium. Bred, whine, frutes and other domestic artickles including sevral luxshuries of the tilet such as pommades or pommade pots, and rooge for paneting ladyes facies but no sope for washing them. In the British Museum is a large varyiety of houold recquirements found in the Pyrramids of Egypt, but there is no sope, and we have not herd of any being discovered their.

To larn whot substitoote may ave ben provided, we may observe the habbits of moddern savages. Clay, where it is found having some propper-ties of fuller's earth is freely.

## No. 12.

## QUALIFYING EXAMINATION.

## TRANSCRIPTION.

Thursday; November 24, 1904, from 2.30 to 3.30 p.m.

Value. *(Candidates are required to observe the regulations strictly.)*

100 N.B.—The candidate is required to make a neat and correct copy of the manuscript handed to him with this slip. The words scored are to be omitted and the interlineations and the marginal and other additions are to be inserted in their proper places as indicated. The candidate must not make *any* changes or corrections other than those marked in the manuscript. *If any such be made they will be counted errors.* This paper was a rough draft in manuscript, which was submitted to the candidate lithographed. It can-not, of course, be reproduced here.

## SPECIAL PROMOTION EXAMINATION.

December 31, 1904.

## DUTIES OF OFFICES—DEPARTMENT OF PUBLIC WORKS.

Value.	<i>For Mr. J. H. Guppy.</i>
10	1. How long has the present Department of Public Works been in existence ?
10	2. What are the principal branches of the Department and who presides over them ?
10	3. How are the funds provided for the administration of the Department of Public Works ?
10	4. What course is taken when an urgent and unexpected expenditure is required to be made, and there is no appropriation available ?
10	5. What course is taken when property is required to be purchased by the Department, and state what is required to be done from the time the Minister orders the acquisition to the time when the purchase is completed ?
10	6. What is the usual course followed for the carrying of a work from the time an application is made for the same until the work itself is begun, whether the work is by contract or by day's labour ?
10	7. Can a Governor General's Warrant be obtained during the session of Parliament to provide for funds when appropriations are exhausted ?
10	8. How is a property acquired by the Department when the owner is unwilling to sell or will not agree upon the price offered ?
10	9. What is the course followed for the payment of a gratuity to the family of a deceased officer leaving no will and when the gratuity is too small to justify letters of administration being taken for the estate ?
10	10. What decides in last resort on the differences between contractors and the Chief Architect or Chief Engineer as regards contracts executed under their supervision ?
100	

## LIST OF CANDIDATES WHO PASSED THE PRELIMINARY OR LOWER GRADE CIVIL EXAMINATION, NOVEMBER, 1904.

## AT CHARLOTTETOWN, P.E.I.

Byrne, John Joseph

Gaudet, W. Arthur.

## AT HALIFAX, N.S.

Barnes, Joseph H.  
Cormack, Albert M.  
Donnelly, William.  
Ead, Thomas F.Harraker, James A.  
Hurley, James A.  
McGuire, C. S.  
McKenna, Gerald.O'Toole, Edward.  
Pace, Clifford S.  
Taylor, W. N.  
Wright, Florence D.

## AT ST. JOHN, N.B.

Bernard, Charles.  
Brown, L. Gregory.  
Coggon, Charles L.  
Frost, Willam W.  
Griffith, William.Harney, W. W.  
Lantalam, C.  
Leonard, John C.  
Linton, T. Albert.  
McLaughlin, Rothesay.Nobles, A. R.  
Quinlen, George E.  
Robertson, William B.  
Shea, Vincent.

## AT QUEBEC.

Faguy, L. G.  
Marcoux, J. H.  
Parent, Paul.  
Pelletier, G. P.Picard, Ormond.  
Plamondon, Louis.  
Poitras, Wilfrid.  
Roy, Louis.Sinclair, A. S.  
Toussaint, Albert.  
Wilson, D. G.

## AT MONTREAL.

Bédard, Pierre.  
Benoit, Georges.  
Benoit, Joseph.  
Blais, Proculus.  
Boisvert, Joseph.  
Bouffard, Napoléon.  
Bourdon, Michel.  
Brunet, Patrick.  
Chapdelaine, Joseph.  
Chaput, Alfred.  
Charbonneau, Adélard.  
Dégagné, Joseph N.  
Donato, J. A.  
Dufresne, J. E.  
Filiatral, Adélard.  
Fredette, Oram.  
Gadoury, Marie L.Gauthier, Georges.  
Grenier, Henri.  
Harney, Patrick.  
Hébert, Joseph.  
Hébert, Octave.  
Jacob, Elphège.  
Jeannette, J. H.  
Kavanagh, John P.  
Laflamme, A. R.  
Lamarre, Stéphane.  
Lamoureux, Côme.  
Lamoureux, M.  
Lanthier, Jean.  
Larose, Paul.  
Legault, J. A.  
Legault, Omer.  
Manning, H. M.Marchildon, Charles.  
Martin, Ernest I.  
Morin, Victor.  
Parent, Arthur.  
Pépin, J. E. F.  
Pépin, Joseph.  
Petit-Clair, Francis.  
Primeau, Joseph.  
Raymond, Hormisdas.  
Reynolds, Leo O.  
Ricard, Eugène.  
Spénard, Raoul.  
St. Jean, Maximilien.  
Tremblay, Wenceslas.  
Tremblay, Charles E.  
Valiquette, J. A.  
Voghel, Joseph.

## AT OTTAWA.

Aldrich, Emilie C.  
Arbique, W. G.  
Archambault, Eugène.  
Battle, Henry J.  
Bayly, Lina.  
Bears, John W.  
Birdwhistle, Matthew J.  
Boisvert, Ernest.  
Buckley, Charles P.  
Buttler, James P.  
Campbell, William J.  
Carss, Eva Winifred.  
Casey, Elizabeth.  
Casey, Helen.  
Casey, W. J.  
Charron, Oscar.  
Clarke, J. H.  
Clayton, Violet G.  
Carroll, Wilfrid.  
Dawson, R. J.  
Desbiens, Georgiana.  
Driscoll, James W.Eastwood, Whiteley.  
Geddes, Rose S. C.  
Geddes, Edith.  
Gemmell, Robert K.  
Gillmore, Marian M.  
Grenon, Alexandre.  
Groulx, Albert.  
Harrington, Michael J.  
Havey, Arkinson J.  
Helmer, John D.  
Langelier, David.  
Lee, Joseph.  
Legault, Délia.  
Lemay, Joseph.  
Lett, G. M.  
McClenehan, Samuel, G.  
McCormick, Mary B.  
McCullough, Jessie M.  
MacCuaig, Jennie.  
McGilton, Herbert M.  
McGoun, Mary V.  
McIntosh, Christina. E. M.McLachlin, Mamie.  
McLean, E. P.  
Mitchell, Fred. J.  
O'Callaghan, William J.  
O'Donnell, P.  
O'Leary, John P.  
Pelletier, Joseph R.  
Philbin, Margaret.  
Pringle, Robert.  
Quinn, E. F.  
Riddell, Katie.  
Riley, W. J.  
Shaw, Harriet.  
Sherman, William H.  
Sleeman, J. A.  
St. George, Richard B.  
St. Germain, Milton.  
Stewart, Mabel M.  
Thomson, Mary E.  
Wilson, Lola G.  
Walsh, John F.

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## AT KINGSTON.

Gallagher, Thomas.

## AT TORONTO.

Amey, C. R.  
 Baker, W. H.  
 Bavington, H.  
 Bell, D. F.  
 Brown, David.  
 Clark, Chas.  
 Dennis, J. A.  
 Elson, Andrew, G.  
 Finley, Joseph.  
 Galbraith, Archibald O.  
 Garrow, F. W.  
 Giroux, Joseph L.  
 Goudie, J. O.

Guthrie, Leo.  
 Guthrie, W. F.  
 Hall, John W.  
 How, William.  
 Howard, John R.  
 Hunter, H. T.  
 Kemp, Edwin R.  
 Lambertus, L. F.  
 Leroy, Edmund C.  
 Macdonald, D. J.  
 Magee, George A.  
 McKinley, Laura T.  
 McLean, D'Arcy B.

McLeod, Fred.  
 Miller, William H.  
 Milne, John.  
 Newman, William A.  
 Ross, Norman A.  
 Regan, Herb.  
 Scott, Edward F.  
 Smith, Charles D.  
 Stcrey, W. T.  
 Terry, Edna M.  
 Toye, Walter T.  
 Turk, William J.

## AT HAMILTON.

Ballantine, Adam.  
 Brady, Charles A.  
 Crook, William.

Howard, Frank T.  
 Johnston, Charles W.  
 Landau, David.

Maxwell, Frank.  
 Nicholson, James E.  
 Wadehouse, W. T.

## AT LONDON.

Alexander, S. W.  
 Fisher, W. S.  
 Graham, A. L.  
 Grimshaw, George L.

Hadden, W. G.  
 Hodgert, Garfield.  
 McCallum, Oliver.  
 Oliver, John P.

Roth, Robert J.  
 Scariow, Charles E.  
 Zilliac, William J.

## AT WINNIPEG.

Cameron, Gordon F.  
 Cann, Arthur W.  
 Flett, F. M. B.  
 Gardiner, George H.

Goodchild, Melville D.  
 Holland, C. C.  
 Lough, Albert G.  
 Robinson, J. D.

Sargeant, Richard A.  
 Tobin, Julia.  
 Thomlinson, J. R.

## AT VANCOUVER.

Burnet, Roland A.  
 Carl, Lewis C.

Edmonds, Arthur J.  
 Jones, John William.

Lee, James F. T.  
 Scarlett, R. G.

JNO. THORBORN. M.A., LL.D.,  
*Chairman*  
 A. D. DECELLES, LL.D., F.R.S.C.  
 J. C. GLASHAN, LL.D., F.R.S.C.

WM. FORAN,  
*Secretary.*

LIST OF CANDIDATES WHO WERE SUCCESSFUL IN PASSING THE CIVIL SERVICE  
QUALIFYING EXAMINATION, NOVEMBER 1904.

## AT VICTORIA.

Herbert, Robert John. Howell, Robert G.

## AT VANCOUVER.

Marion, Arthur A. Middlemiss, F. H. Watson, Morven H.

## AT NELSON.

Dutton, Edward J. Pettman, F. E.

## AT CALGARY.

Cashman, Joseph H. Lay, Henry W.

## AT REGINA.

Nosworthy, H. J. Wood, Robert G.

## AT WINNIPEG.

Brain, Mildred. Grant, Carleton W. Lough, Albert G.  
Curtiss, Ross L. Hamm, Joseph L. H. McKenzie, Beatrice.  
Filteau, B. Oscar. Hammond, T. W. McKenzie, J. L.  
Fraser, Donald. Kneebone, Thomas J. Morris, Thomas H.  
Gardiner, George H. Lewis, John H. Porterfield, George.

## AT PORT ARTHUR.

Bridgman, Marcus W.

## AT LONDON.

Alexander, S. W. Cousineau, Alfred. McCrimmon, W. A.  
Allen, James B. Fisher, Walder S. McLean, Marie.  
Barnes, Albert J. Furlong, Charles J. Mortimore, A. R.  
Bauer, Ray W. Johnson, Duncan W. Reid, Thomas B.  
Bergeron, Raymond. McCallum, Oliver.

## AT HAMILTON.

Elliot, William J. Percy, John. Snider, Kathleen L.  
Kirkpatrick, Harry J. Robertson, Gretta.

## AT KINGSTON.

Beehler, Francis J. Montgomery, Vera K. Walterhouse, Albert E.  
Hayes, John D.

## AT TORONTO.

Bertram, John H. Jeffers, Bertha. Rennie, Marion R.  
Clark, Charles. Lundy, Laura A. Stewart, J. Douglas.  
Dennison, H. J. S. Lyne, Harriet L. Storey, Will. T.  
Dickson, Zilpha H. McDonald, John S. Templin, John C.  
Elson, Andrew G. McKinley, Laura T. Vasey, George A.  
Freeman, Alberta T. Parkin, Ella D. Winterbury, Henry J.  
Furlong, Agnes L. Patullo, T. James. Young, Stewart.

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## AT MONTREAL.

Beaulac, L. A.  
 Beausoleil, Raymond.  
 Birtz, Charles E.  
 Boucher, Jules.  
 Dupuis, Arthur M.

Fredette, Joseph F.  
 Gamache, Joseph N.  
 Hoerner, John L.  
 Lallier, W. O.  
 Larivière, J. A.

Mackie, Emily.  
 McGuire, Timothy.  
 Sauvé, Raoul.  
 Thurber, George.

## AT OTTAWA.

Anderson, Alton H.  
 Beaudry, Irene.  
 Bayly, Norman.  
 Beard, Mary H.  
 Belliveau, Rose.  
 Brais, Pauline.  
 Beauchesne, Hélène.  
 Beauchesne, Arthur.  
 Berlinguette, Edgar.  
 Black, Winnifrid L.  
 Boutet, Bernardin.  
 Broderick, Michael E.  
 Brown, Lottie.  
 Busby, Adelaide M.  
 Campbell, J. S.  
 Carruthers, F. C.  
 Carter, Ernest L.  
 Chipman, Margaret.  
 Clayton, Violet.  
 Cohoon, Olive B.  
 Coffin, Laurance L.  
 Collins, Frederick A.  
 Conley, Annie L.  
 Conn, Ordelia E.  
 Connolly, Elizabeth.  
 Connolly, Harold E.  
 Cox, Mildred K.  
 Cunningham, Margaret M.  
 Davis, Frederick J.  
 Deacon, Lina.  
 Decelles, Joseph A. Z.  
 Delaney, Annie M.  
 Doré, J.  
 Driscoll, Charles E.  
 Drummond, Bertha.  
 Drysdale, Bertha.  
 Fraser, Isabelle.  
 Frost, Isabelle F.  
 Gallagher, Christina.  
 Gay, Joseph A.

Gemmell, Robert K.  
 Gillmore, Marian M.  
 Gorman, Adele.  
 Goyette, Louis F.  
 Graham, William B.  
 Gray, Mary.  
 Halladay, C. A.  
 Haley, R. May.  
 Hamel, Eugène.  
 Harrison, Herbert S.  
 Harwood, J. W. A.  
 Healey, Edith A.  
 Henderson, Lilius M.  
 Hoople, Della.  
 Jackson, Edith O.  
 Jenkins, Miriam.  
 Jessup, Elizabeth L.  
 Kaine, Zoe C.  
 Kearns, Linda.  
 Kearns, William P.  
 Kehoe, Arthur J.  
 Keir, Lea Alma.  
 Kennedy, Margaret R.  
 La Fleur, Milly.  
 Lalonde, J. Adrien.  
 Larcher, Marie Louise.  
 Lees, Florence.  
 Leslie, Wardie E.  
 Létourneau, Henri.  
 Lindsay, Nora K.  
 MacCuaig, Jennie.  
 Macdougall, Isabel.  
 Macfarlane, Margaret A.  
 MacGuire, Exzella.  
 Marshall, Harold D.  
 Mason, Carrie A.  
 Milroy, Margaret E.  
 McGillis, Joseph.  
 McIntosh, Christina E. M.  
 McKeown, Annie.

McNeill, Margaret A.  
 Munro, William G.  
 O'Donahoe, Mary A.  
 O'Hallarn, William H.  
 O'Regan, Otto G.  
 O'Reilly, Nan.  
 O'Shea, Mary C.  
 Pringle, Robert.  
 Raby, Richard S.  
 Rice, George H.  
 Richardson, Ada May.  
 Richardson, Mary.  
 Riddell, Katie.  
 Ringsbury, Sara.  
 Roberts, John H.  
 Roberts, Edward A.  
 Robertson, Margaret.  
 Rombough, Thomas H.  
 Ross, Jessie A.  
 Routh, Charles T.  
 Rutherford, Mrs. Margaret.  
 Savage, Lyla.  
 Séguin, J. Denis.  
 Shaw, Harriett.  
 Shaver, Edith A.  
 Sherman, William H.  
 Simonson, John S.  
 Smith, John W.  
 Stackhouse, Emma L.  
 Stalker, Margaret.  
 Tompkins, Lewis R.  
 Troy, Catherine M.  
 Troy, Helena M.  
 Wainwright, Muriel H. S.  
 Wallace, Agnes E.  
 Watson, James W.  
 Widdifield, Ethel A.  
 Wilson, Margaret E.  
 Wright, Cynthia.  
 Wright, Emma.

## AT QUEBEC.

Bilodeau, E. Isaac.  
 Couillard, Joseph W.  
 Delisle, Arthur.  
 Doiron, E. F.

Garon, Joseph N.  
 Hamel, Marguerite.  
 Hunting, M. L.  
 Julien, Elzéar.

Morisset, George O.  
 Paquin, G. C. E.  
 Vaillancourt, Eugène.

## AT ST. JOHN, N. B.

Bell, Bertha H.

Hayes, Jessie M.

## AT HALIFAX, N.S.

Dickie, Beatrice M.

Macdonald, Zillah C.

Moorman, Linda L.

## AT CHARLOTTETOWN, P.E.I.

Byrne, John J.

McKenzie, Herbert A.

Trainor, Gregory.

JNO. THORBURN, M.A., LL.D.

*Chairman.*

A. D. DECELLES, LL.D., F.R.S.C.  
 J. C. GLASHAN, LL.D., F.R.S.C.

Certified correct.

W.M. FORAN,  
*Secretary.*

LIST OF CANDIDATES WHO PASSED SUCCESSFULLY IN OPTIONAL SUBJECTS AT THE CIVIL SERVICE EXAMINATION HELD IN NOVEMBER, 1904.

AT OTTAWA.

Beard, Mary H.	Stenography and Typewriting.
Berlinguette, Edgar.	Book-keeping.
Frost, Isabelle F.	Book-keeping.
Gay, Joseph A.	Stenography.
Kains, Zoe C.	Stenography.
Keir, Lea Alma.	Stenography.
Rice, George H.	Typewriting.
Richardson, Mary.	Stenography.
Robertson, Margaret.	Stenography.
Simonson, John S.	Stenography and Typewriting.

AT TORONTO.

Jeffers, Bertha.	Stenography.
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AT QUEBEC.

Morisset, George O.	Stenography.
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AT HALIFAX.

Macdonald, Zilah C.	Stenography and Typewriting.
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AT ST. JOHN, N.B.

Hayes, Jessie M.	Stenography.
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Certified Correct,

WM. FORAN,  
*Secretary to the Board.*

LIST OF GRADUATES OF CANADIAN UNIVERSITIES WHO HAVE EXHIBITED THEIR  
DIPLOMAS TO THE BOARD AND WHO, IN CONSEQUENCE, ARE QUALIFIED FOR  
EMPLOYMENT IN THE PUBLIC SERVICE WITHOUT EXAMINATION.

Year.	Name.	Year.	Name.
1889	W. Ramstead.	1900	A. G. Harvey.
1889	A. S. Smith.	1900	A. M. Maxiven.
1889	M. Monaghan.	1901	J. E. Pollock.
1890	Henry Brent.	1901	J. W. Delaney.
1890	M. Lacaille.	1901	A. E. Fisher.
1893	J. A. Valois.	1901	W. P. Purney.
1894	Alph. Charron.	1901	J. Hood.
1894	A. Robert.	1901	J. O. A. G. Leveille.
1894	A. W. Beall.	1901	John Kerr.
1894	Wm. A. Warne.	1901	C. G. Cowan.
1894	Roger Goulet.	1902	David Walker.
1895	C. V. DeBrisay.	1902	L. P. J. Neville.
1895	Chs. Amiot.	1902	J. H. Kerr.
1895	Jno. Francis Ran.	1902	C. G. Cowan.
1896	J. And. Thomas.	1902	J. E. G. G. Leveille.
1896	C. T. Sharpe.	1902	Louis Rousseau.
1896	A. A. O'Brien.	1902	Raoul Laurier.
1896	Wm. F. Kehoe.	1902	A. B. G. Lewis.
1896	Albert H. Brown.	1902	Miss M. Miller.
1896	L. Sawyer.	1902	E. W. Westover.
1897	J. B. Beaulieu.	1903	L. W. Watson.
1897	T. A. Howard.	1903	J. H. Chabot.
1897	Albert Beauchesne.	1903	T. K. J. Doherty.
1897	C. N. Dalglish.	1903	L. Rush.
1898	J. Ernest Collin.	1903	Wm. F. Sparks.
1898	E. A. McKay.	1903	L. R. Lavergne.
1898	T. F. Clancy.	1903	J. Lacharité.
1899	W. H. Allison.	1903	A. Dugas.
1899	B. C. Cerswell.	1903	A. Prenoveau.
1899	O. H. Cogswell.	1903	A. Dumas.
1899	C. Hislop.	1904	F. W. Long.
1899	A. H. Shea.	1904	H. W. Bell.
1899	L. J. R. Gaboury.	1904	H. Garneau.
1899	H. W. Charlton.	1904	G. Bélanger.
1900	Edwin North.	1904	S. J. Robertson.
1900	J. N. Robertson.	1904	A. Messier.
1900	Jno. P. Wren.	1904	C. L. Fisher.
1900	Frank Leger.	1904	O. Noël.
1900	S. McEwen.	1904	L. R. Ostigny.